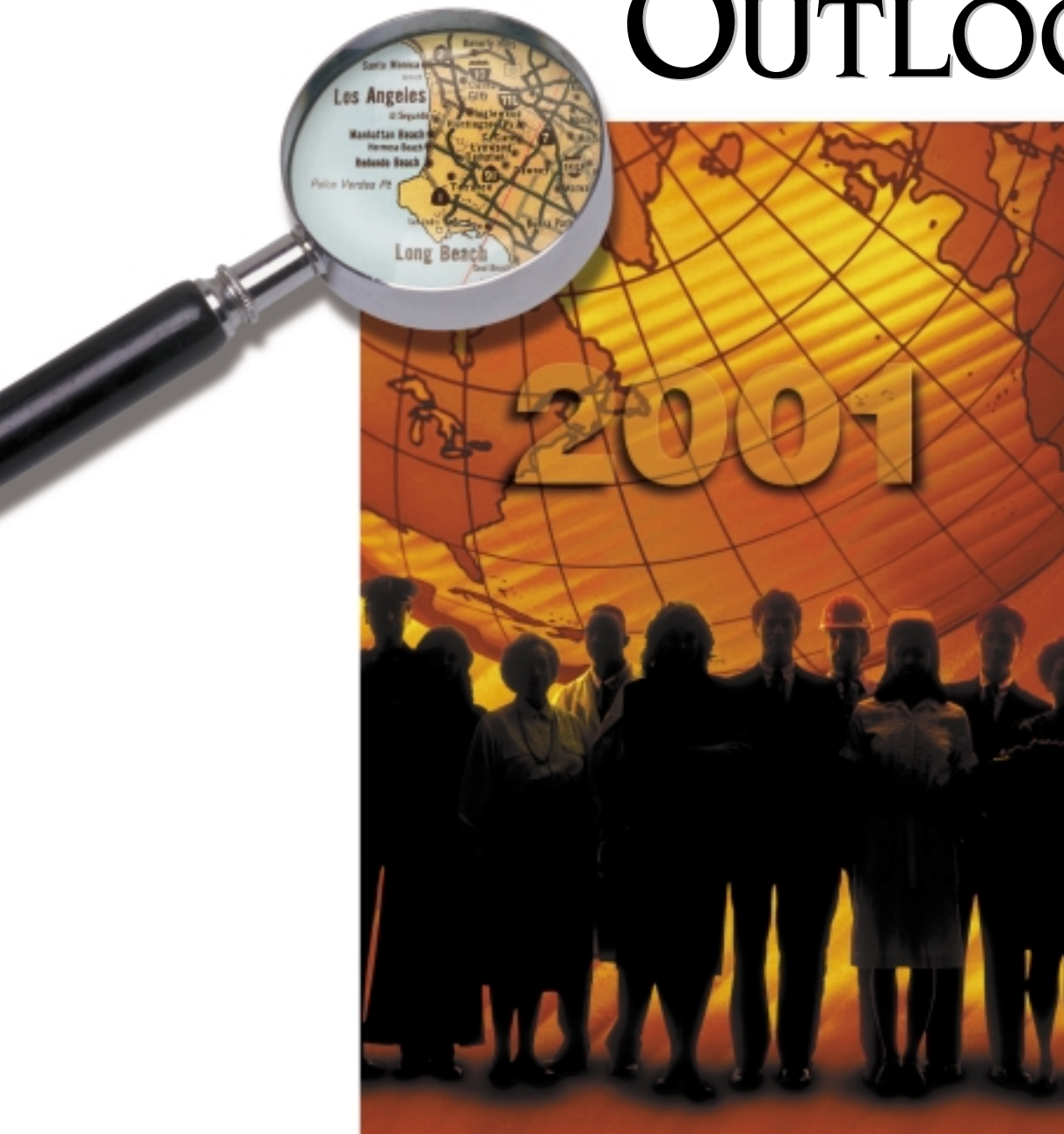


LOS ANGELES COUNTY

OCCUPATIONAL OUTLOOK



PRODUCED BY THE CITY OF LONG BEACH
WORKFORCE DEVELOPMENT BUREAU

LOS ANGELES COUNTY 2001-2002 OCCUPATIONAL OUTLOOK REPORT

A Labor Market Information Study

Sponsored By:

City of Long Beach

<http://www.ci.long-beach.ca.us>

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A Cooperative Program of
City of Long Beach
Workforce Development Bureau

and

State of California
Employment Development Department
Labor Market Information Division
California Cooperative Occupational Information System

Los Angeles County
January 2002

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The California Cooperative

CCOIS

Occupational Information System



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Welcome to the 2001-2002 Occupational Outlook Report (OOR) for Los Angeles County. This study is produced through a cooperative partnership between the City of Long Beach Workforce Development Bureau (LBWDB) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was established by EDD in 1986. Currently, LMID contracts with a total of 32 local agencies throughout the state to produce regional reports. These agencies are referred to as Local Partners. This is the fourth year the City of Long Beach has been a Local Partner, and conducted this study on behalf of Los Angeles County. No other source of occupational information offers the current, localized labor market data found in occupational outlook reports.

Our mission is to improve the match between employers' demand for skilled labor and the qualifications of the prevailing labor market. The results of this labor market study can facilitate informed employment, training and development decisions by: job seekers, employers, economic developers, legislators, training providers, students, educators, personnel analysts, counselors, administrators and others.

Each year this publication contains profiles of 50 different occupations. The occupational profiles are summaries of information aggregated from approximately 900 confidential questionnaires obtained from a representative sample of Los Angeles County employers. A minimum of 15 questionnaires is collected for each occupation. Data used for the current OOR was collected from May 2001 through October 2001. Relevant information on local training and education providers offering programs related to each occupation is also included in this report.

This publication can be found on the Internet, along with all other regional occupational reports, at the following address: <http://www.calmis.ca.gov/htmlfile/ccois/oor.htm>

REPORT USES

The data in this publication has been gathered, analyzed and is distributed with the intention of adding value for a variety of end users. Some of the most important uses are listed below.

ECONOMIC DEVELOPMENT - Local government agencies and economic development organizations will find information regarding occupational size, expected growth rates and wages useful for determining the potential for business growth and development in the Los Angeles County labor market area.

CAREER DECISIONS - Job seekers and career counselors can use virtually all information provided in the profiles to make informed educational, occupational and job search choices.

HUMAN RESOURCE MANAGEMENT - Small business owners and large corporate human resource professionals alike can use this report to help determine competitive compensation packages, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

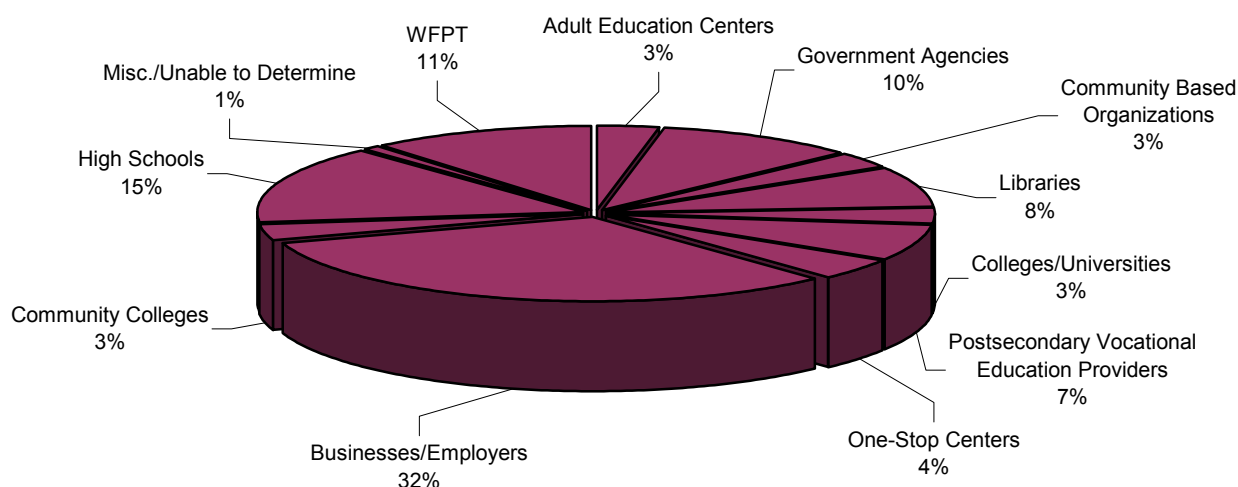
PROGRAM PLANNING - This report provides local planners and administrators with employment data, including occupational size, expected growth rates, labor supply and demand assessments, and training and experience requirements. Program planners can use this data to evaluate and improve existing programs, or plan for new programs.

CURRICULUM DESIGN - Training and workforce development professionals can evaluate their training programs based on current and projected occupational requirements and growth.

PROGRAM MARKETING – Economic and workforce development professionals, training providers and job placement specialists can more effectively market their programs by informing employers, students and job seekers that their programs are developed using reliable, local occupational information.

The producers of this publication do not endorse nor recommend any particular occupations, training programs, or work related products. While every effort has been made to ensure the information is timely and accurate, occupational information changes regularly. It is strongly recommended that users of this data consider new information and trends not addressed in this report.

ORGANIZATIONS USING THE 2000-2001 LOS ANGELES COUNTY OCCUPATIONAL OUTLOOK



RESEARCH METHODOLOGY

OCCUPATION SELECTION

A preliminary list of 90 occupations was developed. Selection was based on the following criteria: (1) the occupations had not been studied within the last two years; (2) the occupations were among those with the highest expected growth rates; (3) the skill requirements were impacted by some fluctuation in the labor market or emerging technology; and/or (4) there appears to be a substantial potential for earning capacity. This list was then reviewed by representatives of community based vocational training programs, educational institutions, workforce and economic development organizations, organized labor, private industry, CCOIS staff and the City of Long Beach Workforce Development Bureau. These representatives rated the importance of obtaining information for each of the identified occupations. As a result, the final list of 50 occupations was produced for the 2001-2002 study.

EMPLOYER SAMPLE

Following occupation selection, CCOIS staff generated employer samples using expansive databases on Los Angeles County employers and occupational staffing patterns within industries. To help ensure a representative sample, a stratified sampling technique, based on employer industry and size, was utilized. As a result, industries and employers of various size were represented in proportion to their presence in Los Angeles County. Random sampling occurred within size and industry clusters. The final sample included 40-50 employers for each occupation.

QUESTIONNAIRE DEVELOPMENT

The CCOIS staff developed a standardized two-page questionnaire based on specific labor market information needs (see appendix E). This questionnaire is used statewide to collect information presented in regional occupational outlook reports.

SURVEYING PROCEDURES

The following steps illustrate LBWDB's survey procedures:

- Employers were contacted via telephone to verify company name and address, active employment of the occupation, and name of a contact person. This initial contact was also used to describe the study and encourage participation. Employers were eliminated as appropriate.
- Employers willing to participate in the study were encouraged to complete the questionnaire during the initial phone contact. If that was not a convenient time, employers were called back at a designated time and/or sent a survey by fax or mail.
- Employers not responding after 3-5 working days of the initial fax/mailling were contacted again by phone to encourage participation.
- If the minimum number (15) of completed questionnaires could not be obtained in a reasonable amount of time, additional employers were pulled from LMID's employer database or were added to the list based on knowledge of local firms, listings provided by Chambers' of Commerce, or Internet research.
- The Research Coordinator or Research Assistant reviewed all questionnaires to ensure accuracy and completeness. Employers were contacted if answers were unclear or in conflict with other responses or information obtained about the occupation.

TABULATIONS AND RESULTS

The questionnaire responses were entered into a database, and CCOIS software was used to generate detailed data tabulations. From these tabulations, the data was analyzed, and LBWDB staff prepared final occupational summaries or profiles with CCOIS staff assistance. Each profile contains occupational sizes and projections, principle employing industries, recruitment methods, labor supply and demand assessments, work patterns, career ladders, wages and benefits, and employer education, training, and experience requirements. **Specific employer information is strictly confidential and cannot be released.**

INTERPRETATION OF OCCUPATIONAL PROFILES

Below are key terms and guidelines used as the standard for all Local Partners participating in the CCOIS program, lending consistency to regional labor market comparisons. This information may be useful to the reader for interpretation of results. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

OCCUPATIONAL TITLES, CODES AND DESCRIPTIONS

Each profile is headed with the appropriate Occupational Employment Statistics (OES) job title and OES code or Non-OES code for emerging occupations. The titles and codes were obtained directly from the OES dictionary published by the Bureau of Labor Statistics (BLS) in May 1992. BLS uses the classification system nationwide to study staffing patterns within industries. A corresponding occupational definition, intended to provide a general summary of the various activities and functions workers perform, is provided below the job title. The definition is followed by alternate job titles provided by participating employers during the survey process. Also listed in this section is the number of firms, or employers, responding to the survey and the total number of employees these firms represent.

EMPLOYMENT TRENDS

EDD Projections:

Forecast information regarding occupational size, growth projections, and employment openings due to turnover, promotions and separations from the labor pool are provided. Occupational projections are developed by LMID and are used to help identify growing and declining occupations. These projections have been produced for over 400 occupations, and represent a seven-year period from 1997-2004. For Non-OES occupations, forecast information is not available.

Occupation Size refers to the number of persons employed in an occupation relative to the total nonagricultural employment in the county. The following terms are used to characterize occupational size.

Small	Less than 6,169 employed
Medium	Between 6,170 and 12,336 employed
Large	Between 12,337 and 26,730 employed
Very large.....	26,731+ employed

Occupational Growth is an overview of trends in job opportunities in relation to overall employment growth for the county. The following terms are applied to the occupational growth rates for Los Angeles County.

Much faster than average	1.5 times average or more
Faster than average	1.1 to but not including 1.5 times average
Average	0.9 to but not including 1.1 times average
Slower than average.....	Less than 0.9 times average but greater than zero

Responding Firms' Estimates:

Employment levels in the occupation are assessed for the past year and for the next two years. In this section, assessments are based on responses given by participating employers.

Where the Jobs Are:

Identifies the industry groups that serve as major sources of employment for each occupation. Only the top seven are provided in this report. However, an occupation may have less than seven major employing industries. The percentages indicated are derived from industry employment distribution data provided by LMID. For Non-OES occupations, this information is not available.

Recruitment:

Presents information on the methods employers find most successful for recruiting new employees. The methods are reported in order of frequency of use by employers. Only the top seven recruitment methods are listed, however, less than seven methods may have been reported.

Work Patterns:

Hours of work are categorized in terms of full-time, part-time, temporary, or seasonal employment followed by the corresponding average number of hours worked per week. The percentage of employers offering positions in each category is also listed. Some employees work less than 40 hours a week and are considered full-time workers by their employers. Shift types are categorized according to the following: day, swing, graveyard, or other. Examples are listed for "other" types of shifts as reported by employers. The percentage of employers offering each shift type is also given.

Supply and Demand:

Supply and demand refers to the relative difficulty participating employers experience in hiring both inexperienced and experienced workers who meet their hiring standards. From the job seekers perspective, it also implies the relative levels of opportunity and competition.

The following terms were used to define aggregated employer ratings. It is recommended that caution be used when interpreting these results, as other variables may influence supply and demand.

Very Difficult:	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. However, good opportunities exist for those applicants who are qualified.
Moderately Difficult:	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.
Not Difficult:	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover rate is also presented in this section. The rate is reported as a percentage and was calculated based on vacancies (resulting from promotions and employees leaving the firm) filled over the past 12 months, divided by the total reported number of persons in that occupation. The following terms are used to characterize turnover rates.

Very low:	Less than 6%
Moderately low:	Between 7% and 10%
Moderate:	Between 11% and 20%
Moderately high:	Between 21% and 30%
High:	Over 30%

WAGES

Standard wage data categories were defined to enable comparison of salaries across occupations. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. The three levels of experience, including the range and median, are reported as listed below:

New Hires, No Experience:	Wages paid to persons trained or untrained, but without paid experience in the occupation.
New Hires, With Experience:	Wages paid to journey-level or experienced persons just starting at the firm.
3+ Yrs Experience With Firm:	Wages generally paid to persons with three or more years journey-level experience at the firm.

The range and median reported for each level eliminates outliers, or extreme wages, that are more than 1.96 times the standard deviation away from the average. Therefore, the range is intended to include approximately 95% of the responses.

Further, union and nonunion wages are reported separately only when union employment represents 20 to 80 percent of all data for that occupation. The following guidelines apply when interpreting union representation:

All firms	100%
Almost all firms.....	80% up to but not including 100%
Most firms	60% up to but not including 80%
Many firms	40% up to but not including 60%
Some firms.....	20% up to but not including 40%
Few firms	Less than 20%

Wage data for the “3+ Yrs Experience With Firm” category frequently varies more widely than for the “New Hires, No Experience” and “New Hires, With Experience” categories, reflecting the substantially wider range in years of experience for employees in this category (i.e. 3 to 20+ years). Entry-level wages may be greater than wages for experienced workers since these positions may lack additional compensation or benefit packages. Wages are reported in an hourly format; however, many wages are paid in yearly salary and/or commission. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

BENEFITS

The percentage of responding firms offering each type of benefit is listed for both full-time and part-time employees. Benefits may be offered but not necessarily paid by the employer. Therefore, the percentage of employers offering each benefit at a shared cost (between the company and

employee) and employee cost alone (employees usually receive a group rate savings) are listed in addition those benefits paid entirely by the company. Some examples of “Other” benefits offered include tuition reimbursement, commuter compensation, employee discounts, flex spending and stock options.

EMPLOYER REQUIREMENTS

Training and Experience:

This section displays the percentage of employers who require or prefer new hires to have prior experience or training in the occupation, followed by the length and type. The percentage of employers who accept other occupational experience, or training in lieu of experience, is also provided, again, followed by the length and type. The length of experience is dependent upon the employers responding to each category.

Education:

This section identifies the minimum level of formal education employers require when hiring a candidate into the occupation. These levels are categorized as follows: Less than High School, High School or Equivalent, Associate Degree (2 year), Bachelor Degree (4 year), and Graduate Study. While minimum educational requirements have been shown as employees expressed them, these educational requirements are not always essential for the performance of job duties. Nonetheless, because the lack of education will create a barrier with some employers, participating employers’ educational statements have been included in this report.

Important Qualifications:

This section includes information on knowledge, skills, and abilities (KSAs) preferred by most employers. The “Skills/Abilities” subsection is sorted into general, physical, technical (occupation specific), and computer categories. Data was acquired from occupational tables provided by CCOIS and the O*NET Online database, as well as from participating employers. In many cases, the KSAs listed represent relatively broad “areas”. Hence, they should be interpreted with care and understood as representing the areas of competence employers perceive to be important rather than more detailed “job specific” competencies, or tasks, required for job entry. The user interested in identifying specific qualifications should find these results useful in narrowing the focus of further inquiry.

AVAILABLE TRAINING

When available, training providers offering programs related to the occupation are listed in Appendix A. Other relevant training provider information is also available in Appendix B.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

OCCUPATIONAL SUMMARIES

BRICK MASONS

Description: Brick Masons lay building materials, such as brick, structural tile, concrete, cinder, glass, gypsum and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers and other structures. Refractory Brick Masons are included.

Alternate Job Titles: Brick Layers, Block Masons, Brick Tenders and Laborers

Responding Firms: 16 - Representing 370 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,703
- ◆ Occupation Size 2004: Small - 1,870
- ◆ Growth Rate: Much faster than average - 3.77%
- ◆ Openings Due to Separations 2001 - 2004: 137

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	44%	50%
Over Next 24 Months	25%	44%	31%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Masonry, Stonework and Plastering	63.7
Residential Building Construction	9.4
Concrete Work	8.3

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	75%
◆ Other (word of mouth)	44%
◆ Union Hall Referrals	38%
◆ Walk-In Applicants	38%
◆ In-House Promotion or Transfer	31%
◆ Newspaper Ads	6%

WORK PATTERNS

Hours: 96% full-time, averaging 40 hours weekly
None reported part-time employees
None reported temporary employees
4% seasonal, averaging 40 hours weekly

Shifts: 100% day shifts
None reported swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ 69% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Proficiency, Experience, Job Knowledge, Supervisory Skills, Plan Reading Skills, Leadership Abilities, Dependability and Communication Skills
- ◆ **Promotional Opportunities May Include:** Foremen and Project Managers

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$8.00 - \$8.00	\$8.00
New Hires, With Experience	\$8.00 - \$20.00	\$15.00
3 + Yrs Experience With Firm	\$12.00 - \$25.00	\$18.50
Union Wages		
New Hires, No Experience	\$9.80 - \$9.80	\$9.80
New Hires, With Experience	\$16.80 - \$35.75	\$27.08
3 + Yrs Experience With Firm	\$21.39 - \$35.75	\$29.08

*Some firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	31%	-	6%	-	13%	-
Dental	19%	-	6%	-	19%	-
Vision	19%	-	6%	-	6%	-
Life	25%	-	-	-	6%	-
Sick Leave	6%	-	-	-	-	-
Vacation	25%	-	6%	-	19%	-
Retirement	19%	-	-	-	13%	-
Child Care	-	-	-	-	-	-
Other	6%	-	13%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	88%	6%	6%	Length: 12 - 48 months
Other Occupational Experience Accepted	-	100%	-	Length: N/A Type: N/A
Technical or Vocational Training Required	44%	56%	-	Length: 12 - 48 months Type: Apprenticeship or Union Mason Training
Training Accepted in Lieu of Experience	47%	53%	-	Length: 3 - 48 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Building codes
- ♦ Construction terms

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Effective writing
- ♦ Time management

Physical

- ♦ Manual dexterity
- ♦ Performing physically demanding work

Technical

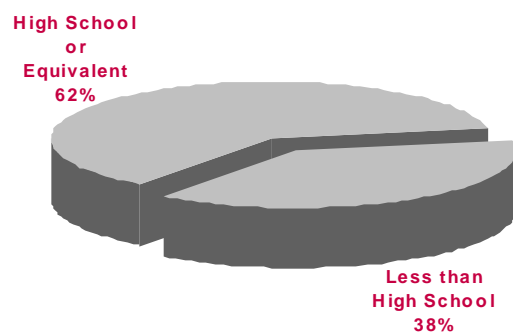
- ♦ Glass cutting
- ♦ Basic construction
- ♦ Reading blueprints
- ♦ Operating power hand tools
- ♦ Cement formation and block laying

Computer

- ♦ N/A

Other:

- ♦ Providing own hand tools
- ♦ Possession of a valid driver's license

EDUCATION**AVAILABLE TRAINING & EDUCATION**

No training provider information is currently available for this occupation.

BROADCAST TECHNICIANS

Description: Broadcast Technicians set up, operate and maintain the electronic equipment used to transmit radio and television programs. They control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. They operate radio transmitters to broadcast radio and television programs. In most cases, an FCC first class operator's license is required for this occupation. Audio, Video, Transmitter and Telecine Operators, Control Room Technicians and Master-Control Engineers are a few typical Broadcast Technician occupations.

Alternate Job Titles: Telecine Operators, Chief Engineers, Engineers and Video Technicians

Responding Firms: 15 - Representing 95 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 3,123
- ◆ Occupation Size 2004: Small - 3,260
- ◆ Growth Rate: Much faster than average - 1.56%
- ◆ Openings Due to Separations 2001 - 2004: 337

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	20%	73%	7%
Over Next 24 Months	0%	73%	27%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Radio & Television Broadcasting	43.8
Motion Picture Production & Services	41.0

RECRUITMENT

Most Successful Recruitment Methods:

◆ Internet	60%
◆ In-House Promotion or Transfer	47%
◆ Employee Referrals	47%
◆ Newspaper Ads	33%
◆ Trade Journals	33%
◆ Walk-In Applicants	27%
◆ School, Program Referrals	20%

WORK PATTERNS

Hours: 91% full-time, averaging 40 hours weekly
5% part-time, averaging 20 hours weekly
4% temporary, averaging 25 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
27% swing shifts
27% graveyard shifts
20% other (on-call)

◆ **Gender Ratio:** 20% Female 80% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	○	●
Inexperienced	○	○	●

◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **73% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Job Tenure, Education, Job Knowledge, Oral Communication Skills, Managerial Skills, Operational Knowledge and Dependability
- ◆ **Promotional Opportunities May Include:** Sales Representatives, Supervisors, Program Coordinators, Managers, Senior Engineers and Technical Directors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$8.00 - \$8.00	\$8.00
New Hires, With Experience	\$10.00 - \$33.56	\$19.59
3 + Yrs Experience With Firm	\$15.00 - \$47.95	\$29.97
Union Wages		
New Hires, No Experience	\$23.00 - \$23.00	\$23.00
New Hires, With Experience	\$16.90 - \$33.96	\$30.00
3 + Yrs Experience With Firm	\$20.54 - \$35.00	\$33.96

*Some firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%	-	73%	-	-	7%
Dental	33%	-	60%	-	7%	7%
Vision	33%	-	40%	-	7%	-
Life	67%	-	13%	-	-	-
Sick Leave	93%	7%	-	-	-	-
Vacation	100%	7%	-	-	-	-
Retirement	27%	-	27%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	80%	-	20%	Length: 2 - 60 months
Other Occupational Experience Accepted	27%	73%	-	Length: 12 - 60 months Type: Videotape Operator, Communications Technician or Sound/Recording Technician
Technical or Vocational Training Required	27%	46%	27%	Length: 3 - 24 months Type: Electronics, Broadcasting or Communications
Training Accepted in Lieu of Experience	20%	80%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Traffic systems
- ♦ Internal workings of audio/video equipment

Skills/Abilities:**General**

- ♦ Effective writing
- ♦ Advanced mathematics
- ♦ Working under pressure

Physical

- ♦ Good hearing
- ♦ Climbing poles
- ♦ Manual Dexterity
- ♦ Good color perception

Technical

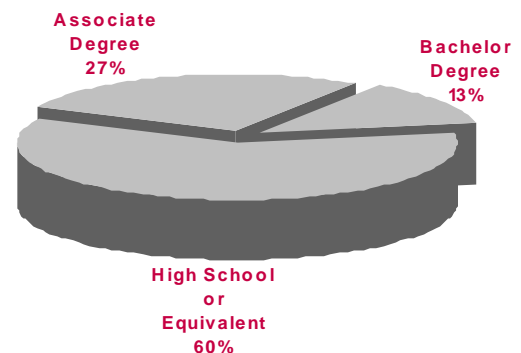
- ♦ Mechanical aptitude
- ♦ Repairing electronic devices

Computer

- ♦ Word
- ♦ Excel
- ♦ Adobe PageMaker
- ♦ Renaissance 888

Other:

- ♦ Willingness to work nights, weekends and holidays

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

BUS DRIVERS

Description: Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. School Bus Drivers are not included.

Alternate Job Titles: Bus Operators and Drivers

Responding Firms: 16 - Representing 5,705 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ♦ Occupation Size 2001: Medium - 8,917
- ♦ Occupation Size 2004: Medium - 9,080
- ♦ Growth Rate: Slower than average - 0.62%
- ♦ Openings Due to Separations 2001 - 2004: 611

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	63%	31%
Over Next 24 Months	0%	56%	44%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Local Government, except Hospital & Education	61.4
Local & Suburban Transportation	11.0

RECRUITMENT

Most Successful Recruitment Methods:

♦ Newspaper Ads	75%
♦ Employee Referrals	56%
♦ In-House Promotion or Transfer	50%
♦ Walk-In Applicants	50%
♦ Employment Development Department	6%
♦ Trade Journals	6%
♦ Internet	6%

WORK PATTERNS

Hours: 57% full-time, averaging 40 hours weekly
43% part-time, averaging 31 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
50% swing shifts
25% graveyard shifts
13% other (evenings, weekends)

♦ **Gender Ratio:** 32% Female 68% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

♦ **Turnover Rate:** 13% over the past 12 months

CAREER LADDERS

- ♦ 69% of responding firms promote employees from this occupation to higher level positions.
- ♦ **Important Qualifications for Advancement:** Experience, Oral Communication Skills, Customer Service Skills, Supervisory Skills, Industry Knowledge and Dependability
- ♦ **Promotional Opportunities May Include:** Trainers, Dispatchers, Supervisors and Managers

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$7.50 - \$10.00	\$8.75
New Hires, With Experience	\$7.00 - \$10.50	\$9.25
3 + Yrs Experience With Firm	\$7.00 - \$13.50	\$10.75
Union Wages		
New Hires, No Experience	\$6.25 - \$15.07	\$10.58
New Hires, With Experience	\$6.25 - \$16.06	\$12.28
3 + Yrs Experience With Firm	\$9.00 - \$19.57	\$16.63

**Most firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	6%	38%	38%	-	-
Dental	38%	6%	44%	31%	6%	-
Vision	31%	6%	38%	25%	6%	6%
Life	50%	6%	25%	25%	-	-
Sick Leave	50%	6%	19%	13%	-	-
Vacation	69%	13%	19%	19%	-	-
Retirement	38%	13%	38%	25%	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	56%	31%	13%	Length: 6 - 24 months
Other Occupational Experience Accepted	18%	82%	-	Length: 6 - 12 months Type: Truck Driving or Class B Driving Experience
Technical or Vocational Training Required	6%	75%	19%	Length: 3 - 6 months Type: General Passenger Vehicle Certificate or Class B License
Training Accepted in Lieu of Experience	36%	64%	-	Length: 3 - 6 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ Emergency first aid techniques

Skills/Abilities:

General

- ♦ Legible writing
- ♦ Cash handling
- ♦ Customer service
- ♦ Conflict management
- ♦ Reading and following instructions

Physical

- ♦ Lifting at least 40 lbs. repeatedly

Technical

- ♦ Map reading
- ♦ Performing CPR
- ♦ Automotive maintenance and minor repair

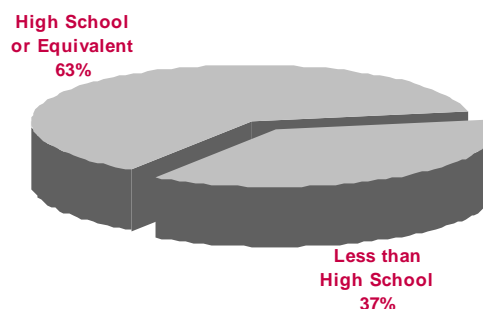
Computer

- ♦ Microsoft Office

Other:

- ♦ Possession of good DMV driving record
- ♦ Possession of a valid Class B driver's license

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

BUSINESS TEACHERS, POSTSECONDARY

Description: Business Teachers, Postsecondary teach courses in business administration and management, such as accounting, finance, human resources, labor relations, marketing and operations research.

Alternate Job Titles: Instructors, Professors, Faculty and Instructional Faculty

Responding Firms: 18 - Representing 459 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,979
- ◆ Occupation Size 2004: Small - 2,180
- ◆ Growth Rate: Much faster than average - 3.93%
- ◆ Openings Due to Separations 2001 - 2004: 217

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	66%	28%
Over Next 24 Months	0%	78%	22%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Colleges & Universities	99.9

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	72%
◆ Colleges/Universities	50%
◆ Internet	39%
◆ In-House Promotion or Transfer	33%
◆ Trade Journals	33%
◆ Employee Referrals	22%
◆ Employment Development Department	11%

WORK PATTERNS

Hours: 39% full-time, averaging 39 hours weekly
58% part-time, averaging 13 hours weekly
3% temporary, averaging 18 hours weekly
None reported seasonal employees

Shifts: 89% day shifts
33% swing shifts
6% graveyard shifts
67% other (weekends, evenings)

◆ **Gender Ratio:** 34% Female 66% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **67% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Higher Education, Research Abilities, Subject Knowledge, Managerial Skills, Student Interaction and Instructional Abilities
- ◆ **Promotional Opportunities May Include:** Associate Professors, Senior Professors, Assistant Deans, Deans and Directors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$12.16 - \$40.00	\$19.18
3 + Yrs Experience With Firm	\$14.14 - \$60.00	\$22.50
Union Wages		
New Hires, No Experience	\$20.14 - \$59.76	\$57.99
New Hires, With Experience	\$23.97 - \$65.11	\$32.95
3 + Yrs Experience With Firm	\$28.64 - \$69.85	\$52.39

*Many firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	56%	6%	39%	22%	-	-
Dental	56%	6%	28%	6%	6%	6%
Vision	56%	-	22%	6%	-	-
Life	78%	6%	11%	6%	-	-
Sick Leave	89%	33%	-	-	-	-
Vacation	56%	-	-	-	-	-
Retirement	56%	6%	28%	17%	-	6%
Child Care	-	-	6%	-	-	-
Other	-	-	6%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	72%	6%	22%	Length: 9 - 60 months
Other Occupational Experience Accepted	18%	82%	-	Length: 24 - 36 months Type: Teacher's Assistant or Business Administrator
Technical or Vocational Training Required	11%	89%	-	Length: 24 months Type: Computer Troubleshooting
Training Accepted in Lieu of Experience	18%	82%	-	Length: 6 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Current events
- ♦ Business administration concepts and principles

Skills/Abilities**General**

- ♦ Organizational
- ♦ Effective writing
- ♦ Oral presentation
- ♦ Interpersonal communication

Physical

- ♦ N/A

Technical

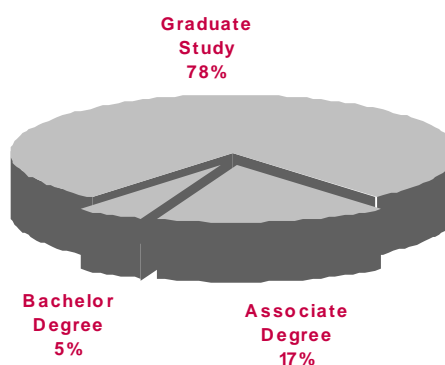
- ♦ Research
- ♦ Internet teaching
- ♦ Motivating others
- ♦ Multiple teaching techniques
- ♦ Business math and accounting

Computer

- ♦ Microsoft Office
- ♦ PowerPoint
- ♦ Adobe PageMaker

Other:

- ♦ Professional/Industry experience

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CASHIERS

Description: Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers and change makers.

Alternate Job Titles: Checkers, Sales Associates and Crew

Responding Firms: 17 - Representing 1,086 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Very large - 86,491
- ◆ Occupation Size 2004: Very large - 91,090
- ◆ Growth Rate: Much faster than average - 1.91%
- ◆ Openings Due to Separations 2001 - 2004: 16,840

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	53%	47%
Over Next 24 Months	6%	47%	47%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Eating & Drinking Places	21.8
Grocery Stores	21.2
Department Stores	9.2
Gasoline Service Stations	8.9
Drug Stores & Proprietary Stores	6.8

RECRUITMENT

Most Successful Recruitment Methods:

◆ Walk-In Applicants	100%
◆ Employee Referrals	82%
◆ In-House Promotion or Transfer	47%
◆ Newspaper Ads	35%
◆ Internet	12%
◆ Employment Development Department	6%
◆ School, Program Referrals	6%

WORK PATTERNS

Hours: 59% full-time, averaging 40 hours weekly
37% part-time, averaging 28 hours weekly
4% temporary, averaging 20 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
65% swing shifts
29% graveyard shifts

◆ **Gender Ratio:** 68% Female 32% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 18% over the past 12 months

CAREER LADDERS

- ◆ 71% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Computer Knowledge, Customer Service Skills, Organizational Skills, Employee Relations, Leadership Abilities, Dependability and Problem Solving Skills
- ◆ **Promotional Opportunities May Include:** Sales Associates, Shift Leaders, Key Holders, Supervisors and Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.25 - \$7.00	\$6.78
New Hires, With Experience	\$6.25 - \$9.00	\$7.00
3 + Yrs Experience With Firm	\$7.00 - \$12.00	\$9.00

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%	6%	19%	-	13%	-
Dental	25%	-	19%	-	13%	-
Vision	25%	-	19%	-	13%	-
Life	19%	-	13%	-	13%	-
Sick Leave	38%	19%	13%	-	-	-
Vacation	56%	19%	13%	-	-	-
Retirement	19%	-	13%	-	-	-
Child Care	-	-	6%	-	-	-
Other	-	-	6%	6%	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	29%	59%	12%	Length: 6 - 12 months
Other Occupational Experience Accepted	29%	71%	-	Length: 6 months Type: Courtesy Clerk, Stock Clerk or Technician
Technical or Vocational Training Required	12%	88%	-	Length: 1 month Type: Safety Training
Training Accepted in Lieu of Experience	71%	29%	-	Length: 1 - 4 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Safety procedures

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Legible writing
- ◆ Customer service
- ◆ Working well with others
- ◆ Reading and following instructions
- ◆ Working under pressure

Physical

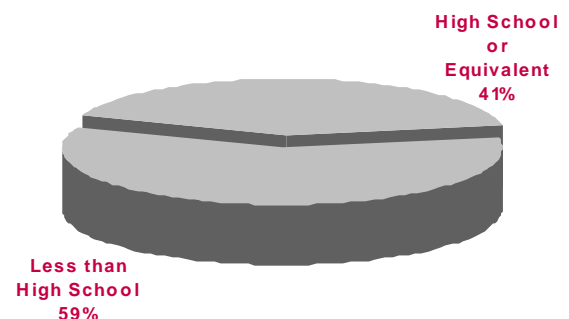
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ 10 Key
- ◆ Cash handling
- ◆ Record keeping
- ◆ Operating a cash register

Computer

- ◆ Word
- ◆ Excel

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

COMMUNICATIONS, TRANSPORTATION AND UTILITIES OPERATIONS MANAGERS

Description: Communications, Transportation and Utilities Operations Managers plan, organize, direct, control or coordinate management activities related to: (1) communications by telephone, telegraph, radio or television; (2) transporting people or goods by air, highway, railway, water or pipeline; (3) managing transportation facilities, such as airports, harbors or terminals; (4) managing warehousing and storage facilities; (5) supplying electricity, gas, water, steam and sanitation services. General Managers of large establishments or operations are not included.

Alternate Job Titles: Dispatch & Logistics Officers, Logistics Coordinators, Transportation Brokers, Terminal Managers, Operations Managers and Project Engineers

Responding Firms: 22 - Representing 158 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 4,966
- ◆ Occupation Size 2004: Small - 5,300
- ◆ Growth Rate: Much faster than average - 2.47%
- ◆ Openings Due to Separations 2001 - 2004: 331

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	4%	82%	14%
Over Next 24 Months	0%	59%	41%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Freight Transportation Arrangement	14.9
Telephone Communications	12.0
Air Transportation, Scheduled	10.9
Trucking & Courier Services, except Air	7.9
Local Government, except Hospital & Education	6.1

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	91%
◆ In-House Promotion or Transfer	64%
◆ Other (professional contacts)	50%
◆ Newspaper Ads	45%
◆ Private Employment Agencies	14%
◆ Walk-In Applicants	14%
◆ Trade Journals	9%

WORK PATTERNS

Hours: 95% full-time, averaging 43 hours weekly
5% part-time, averaging 27 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
14% swing shifts
5% graveyard shifts
5% other (on-call)

◆ **Gender Ratio:** 25% Female 75% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ 64% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Oral Communication, Rapport Building, Management Skills, Experience, Organizational Skills, Operations Knowledge and Education
- ◆ **Promotional Opportunities May Include:** Supervisors, Managers-Level II, Branch Managers, District Operations Managers and Directors

WAGES

Experience	Range	Median
New Hires, No Experience	\$8.28 - \$14.00	\$12.00
New Hires, With Experience	\$8.00 - \$25.00	\$17.02
3 + Yrs Experience With Firm	\$11.51 - \$36.82	\$20.81

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	68%	5%	32%	-	-	-
Dental	64%	5%	27%	-	-	-
Vision	50%	-	18%	-	-	-
Life	50%	-	5%	-	5%	-
Sick Leave	73%	-	5%	-	-	-
Vacation	91%	5%	9%	-	-	-
Retirement	36%	-	18%	-	5%	-
Child Care	9%	-	-	-	5%	-
Other	9%	-	5%	-	5%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	72%	14%	14%	Length: 6 - 48 months
Other Occupational Experience Accepted	32%	68%	-	Length: 3 - 36 months Type: Management, Marketing, Sales or Manufacturing
Technical or Vocational Training Required	14%	77%	9%	Length: 3 - 12 months Type: Advanced Technology or Communication Courses
Training Accepted in Lieu of Experience	21%	79%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Multicultural issues
- ◆ Technical aspects of subordinates' duties
- ◆ Employing organization's processes and procedures

Skills/Abilities:**General**

- ◆ Group process
- ◆ Problem solving
- ◆ Customer service
- ◆ Working under pressure
- ◆ Time management/multitasking
- ◆ Planning and organizing the work of others

Physical

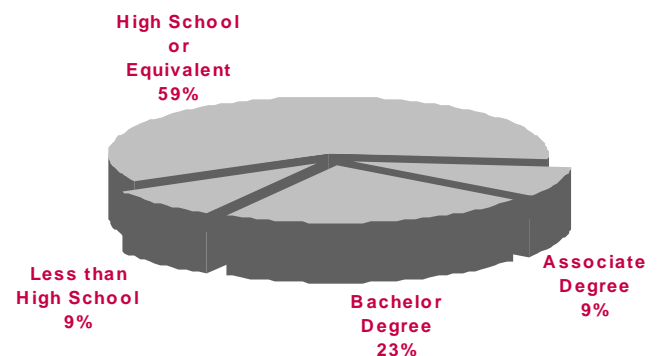
- ◆ N/A

Technical

- ◆ Accounting
- ◆ Data interpretation
- ◆ Mechanical aptitude

Computer

- ◆ Microsoft Office
- ◆ PowerPoint

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

COMPUTER AND SOFTWARE SUPPORT TECHNICIANS

Description: Computer and Software Support Technicians assist in monitoring operations of computers and peripheral equipment. They have knowledge of a variety of word processing, spreadsheet and data base applications. They assist and provide training in the operation of computers, peripheral equipment and software; enter commands to help computer operators identify and correct errors; revise input data and programs; and recommend changes in programs, in routines and in quality-control standards to improve computer operating efficiency.

Alternate Job Titles: Repair Technicians, Field Engineers, Operations Support Analysts, Support Specialists

Responding Firms: 21 - Representing 111 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: N/A
- ◆ Occupation Size 2004: N/A
- ◆ Growth Rate: N/A
- ◆ Openings Due to Separations 2001 - 2004: N/A

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	10%	76%	14%
Over Next 24 Months	0%	76%	24%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Industry information is not currently available.	

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	86%
◆ In-House Promotion or Transfer	52%
◆ Newspaper Ads	38%
◆ Internet	33%
◆ Walk-In Applicants	19%
◆ Colleges/Universities	19%
◆ Private Employment Agencies	14%

WORK PATTERNS

Hours: 95% full-time, averaging 40 hours weekly
5% part-time, averaging 21 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
14% swing shifts
10% graveyard shifts

◆ **Gender Ratio:** 18% Female 82% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ 76% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Experience, Organizational Skills, Leadership Abilities, Initiative, Technical Training, Systems Knowledge, Dedication, Management Skills and Multitasking Abilities
- ◆ **Promotional Opportunities May Include:** Supervisors, Coordinators, System Administrators and Project Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$7.50 - \$14.38	\$11.71
New Hires, With Experience	\$8.50 - \$26.62	\$16.78
3 + Yrs Experience With Firm	\$9.50 - \$31.16	\$20.00

*No firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%	-	52%	-	-	5%
Dental	33%	-	52%	-	-	5%
Vision	14%	-	33%	-	-	5%
Life	52%	-	14%	-	5%	5%
Sick Leave	86%	-	-	-	5%	5%
Vacation	90%	-	-	-	-	5%
Retirement	33%	-	29%	-	10%	-
Child Care	-	-	-	-	10%	5%
Other	14%	-	5%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	76%	5%	19%	Length: 6 - 24 months
Other Occupational Experience Accepted	20%	80%	-	Length: 6 - 24 months Type: Network Administration or Graphic Designing
Technical or Vocational Training Required	38%	38%	24%	Length: 6 - 24 months Type: Information Technology Training, Customer Service Training or Certification
Training Accepted in Lieu of Experience	50%	50%	-	Length: 3 - 24 Months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ External systems - Internet, Bulletin Boards
- ◆ Mainframe, hardware and operating systems
- ◆ Minicomputer hardware and operating systems

Skills/Abilities:

General

- ◆ Effective communication
- ◆ Time management/multitasking
- ◆ Problem solving and decision making

Physical

- ◆ Bending, stooping and lifting weights
- ◆ Concentrating for long periods of time

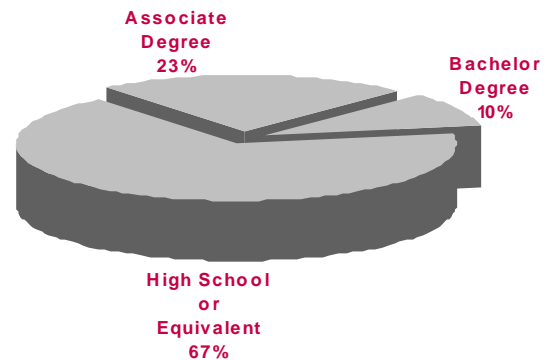
Technical

- ◆ Programming
- ◆ Effective training
- ◆ Wide area networks setup and maintenance

Computer

- ◆ Microsoft Office
- ◆ Lotus
- ◆ Filemaker Pro
- ◆ Quark
- ◆ PowerPoint
- ◆ Adobe PageMaker/Photoshop

EDUCATION



AVAILABLE TRAINING & EDUCATION

No training provider information is currently available for this occupation.

COMPUTER ENGINEERS

Description: Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

Alternate Job Titles: Management Information System Technicians, System Technicians, Data Administrators, System Analysts, Technical Consultants and Software Engineers

Responding Firms: 17 - Representing 126 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 9,220
- ◆ Occupation Size 2004: Medium - 10,090
- ◆ Growth Rate: Much faster than average - 3.60%
- ◆ Openings Due to Separations 2001 - 2004: 194

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	59%	41%
Over Next 24 Months	0%	71%	29%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Computer & Data Processing Services	38.6
Search & Navigation Equipment	28.9
Telephone Communications	3.0
Management & Public Relations	2.3
Electronic Components & Accessories	2.1

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	71%
◆ Internet	65%
◆ Newspapers Ads	59%
◆ In-House Promotion or Transfer	29%
◆ Private Employment Agencies	24%
◆ Colleges/Universities	18%
◆ Other (independent contractors)	12%

WORK PATTERNS

Hours: 99% full-time, averaging 42 hours weekly
1% part-time, averaging 24 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
12% swing shifts
6% graveyard shifts
6% other (as needed)

◆ **Gender Ratio:** 23% Female 77% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **76% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Job Knowledge, Computer Skills, Oral Communication Skills, Education, Analytical Abilities, Math Skills, Supervisory Skills and Continuous Learning
- ◆ **Promotional Opportunities May Include:** Senior Systems Technicians, Senior Engineers, Senior Systems Analysts and Consultants

WAGES

Experience	Range	Median
New Hires, No Experience	\$12.00 - \$19.18	\$15.59
New Hires, With Experience	\$10.00 - \$38.23	\$23.97
3 + Yrs Experience With Firm	\$16.78 - \$57.53	\$33.56

*No firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	-	41%	-	-	-
Dental	47%	-	35%	-	6%	-
Vision	12%	-	29%	-	6%	-
Life	59%	-	12%	-	-	-
Sick Leave	65%	-	18%	-	-	-
Vacation	65%	-	18%	-	-	-
Retirement	41%	-	24%	-	6%	-
Child Care	-	-	12%	-	-	-
Other	6%	-	6%	-	6%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	88%	12%	-	Length: 12 - 60 months
Other Occupational Experience Accepted	33%	67%	-	Length: 12 - 60 months Type: Computer Related or Software Administrator
Technical or Vocational Training Required	29%	47%	24%	Length: 12 - 36 months Type: Software Design, Development or Programming, Computer Engineering or Information Technology Training
Training Accepted in Lieu of Experience	27%	73%	-	Length: 12 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Network-related software
- ◆ LAN/WAN software, hardware and operating systems

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Record keeping

Physical

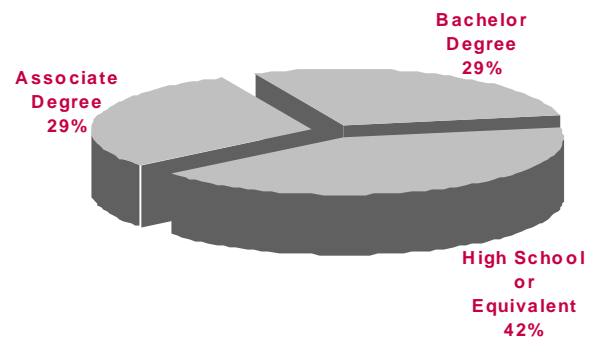
- ◆ N/A

Technical

- ◆ Diagnostic
- ◆ Mechanical aptitude
- ◆ Software development
- ◆ Using operating manuals
- ◆ Communicating technical information to non-technically trained users

Computer

- ◆ Microsoft Office
- ◆ Adobe Acrobat/PageMaker
- ◆ PowerPoint
- ◆ HTML
- ◆ Java

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

COMPUTER NETWORK TECHNICIANS

Description: Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications and usage.

Alternate Job Titles: Systems Administrators, Network Administrators, Desktop Technicians and Network Analysts

Responding Firms: 21 - Representing 114 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: N/A
- ◆ Occupation Size 2004: N/A
- ◆ Growth Rate: N/A
- ◆ Openings Due to Separations 2001 - 2004: N/A

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	4%	67%	29%
Over Next 24 Months	0%	71%	29%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Industry information is not currently available.	

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	76%
◆ In-House Promotion or Transfer	52%
◆ Newspaper Ads	43%
◆ Internet	43%
◆ Colleges/Universities	29%
◆ Private Employment Agencies	24%
◆ School, Program Referrals	10%

WORK PATTERNS

Hours: 96% full-time, averaging 41 hours weekly
4% part-time, averaging 20 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
14% swing shifts
10% graveyard shifts
5% other (on-call)

◆ **Gender Ratio:** 15% Female 85% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 13% over the past 12 months

CAREER LADDERS

- ◆ 81% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Computer Skills, Experience, Leadership Abilities, Interpersonal Communication Skills, Organizational Skills, Software Knowledge, Record Keeping and Continuous Learning
- ◆ **Promotional Opportunities May Include:** Senior Network Analysts, Senior Network Technicians and Network Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$7.67 - \$10.00	\$8.84
New Hires, With Experience	\$9.59 - \$24.22	\$16.78
3 + Yrs Experience With Firm	\$14.00 - \$28.77	\$22.53

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	33%	-	52%	10%	-	-
Dental	38%	-	43%	10%	-	-
Vision	33%	-	29%	5%	-	-
Life	43%	5%	38%	5%	-	-
Sick Leave	62%	10%	24%	5%	-	-
Vacation	67%	10%	19%	-	-	-
Retirement	43%	5%	10%	-	14%	-
Child Care	-	-	5%	-	-	-
Other	14%	-	24%	-	10%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	90%	5%	5%	Length: 3 - 36 months
Other Occupational Experience Accepted	30%	70%	-	Length: 3 - 24 months Type: Systems Analyst, Help Desk Technician or Computer Programmer
Technical or Vocational Training Required	57%	33%	10%	Length: 6 - 24 months Type: Information Technology Training or Microsoft Certification
Training Accepted in Lieu of Experience	45%	55%	-	Length: 6 - 24 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Basic electrical
- ◆ Network-related software
- ◆ LAN/WAN software, hardware and operating systems

Skills/Abilities:

General

- ◆ Basic math
- ◆ Writing legibly
- ◆ Record keeping

Physical

- ◆ N/A

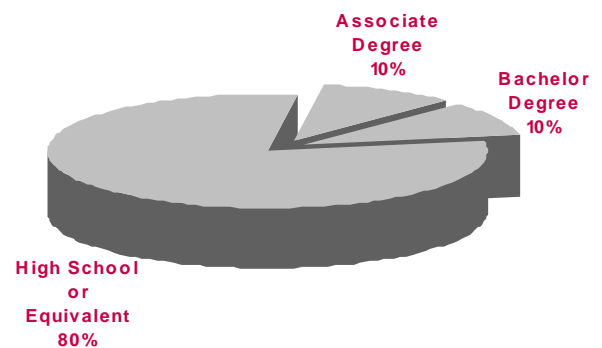
Technical

- ◆ Diagnostic
- ◆ Software development
- ◆ Using operating manuals
- ◆ Communicating technical information to non-technically trained users

Computer

- ◆ Microsoft Office
- ◆ Adobe Acrobat/PageMaker/Photoshop
- ◆ PowerPoint
- ◆ HTML
- ◆ C++, Java

EDUCATION



AVAILABLE TRAINING & EDUCATION

No training provider information is currently available for this occupation.

COMPUTER PROGRAMMERS, INCLUDING AIDES

Description: Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate and retrieve specific documents, data and information.

Alternate Job Titles: Software Engineers, Programmer Analysts, Software Developers and Application Specialists/Programmers

Responding Firms: 23 - Representing 378 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Large - 16,440
- ◆ Occupation Size 2004: Large - 16,800
- ◆ Growth Rate: Much faster than average - 1.71%
- ◆ Openings Due to Separations 2001 - 2004: 2,006

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	9%	65%	26%
Over Next 24 Months	4%	70%	26%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Computer & Data Processing Services	71.5
Telephone Communications	22.4
Management & Public Relations	8.9
Colleges & Universities	5.1
Local Government, except Hospital & Education	4.8

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	74%
◆ Internet	65%
◆ Newspaper Ads	52%
◆ Colleges/Universities	39%
◆ In-House Promotion or Transfer	26%
◆ Private Employment Agencies	17%
◆ Other (job placement services)	9%

WORK PATTERNS

Hours: 97% full-time, averaging 40 hours weekly
3% part-time, averaging 20 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
None reported swing shifts
None reported graveyard shifts
4% other (occasionally on-call)

◆ **Gender Ratio:** 28% Female 72% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ 65% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Job Knowledge, Technical Ability, Problem Solving Skills, Interpersonal Communication Skills, Education, Project Management Skills, Continuous Learning and Consulting Skills
- ◆ **Promotional Opportunities May Include:** Senior Programmers, Senior Software Engineers, Systems/Developing Managers and Industrial Technology Directors

WAGES

Experience	Range	Median
New Hires, No Experience	\$19.18 - \$19.18	\$19.18
New Hires, With Experience	\$16.44 - \$33.56	\$23.97
3 + Yrs Experience With Firm	\$19.66 - \$38.36	\$28.77

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	41%	-	55%	-	-	-
Dental	41%	-	55%	-	-	-
Vision	23%	-	27%	-	5%	-
Life	55%	-	18%	-	-	-
Sick Leave	77%	-	9%	-	5%	-
Vacation	82%	-	9%	-	-	-
Retirement	45%	-	27%	-	9%	-
Child Care	-	-	-	-	5%	-
Other	5%	-	9%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	91%	-	9%	Length: 12 - 60 months
Other Occupational Experience Accepted	26%	74%	-	Length: 12 - 60 months Type: Systems Engineer or Information Technology Related
Technical or Vocational Training Required	40%	30%	30%	Length: 6 - 48 months Type: Microsoft Certification, Computer Programming or Information Technology Training
Training Accepted in Lieu of Experience	39%	61%	-	Length: 12 - 36 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Mainframe hardware and operating systems
- ◆ Minicomputer hardware and operating systems

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Problem solving
- ◆ Oral communication
- ◆ Working under pressure

Physical

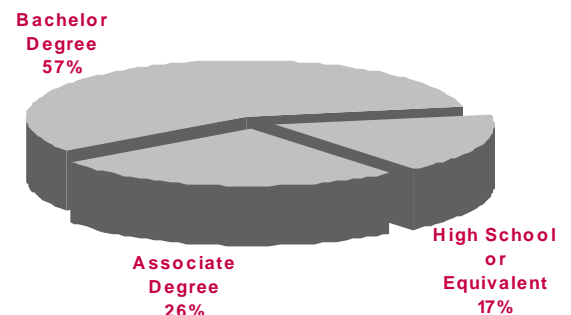
- ◆ N/A

Technical

- ◆ Engineering programming
- ◆ Scientific and statistical programming
- ◆ Using fourth generation computer languages
- ◆ Writing documentation of computer procedures
- ◆ Writing and debugging computer programs for business

Computer

- ◆ Microsoft Office
- ◆ SQL Server
- ◆ Adobe Acrobat/Photoshop
- ◆ Fortran
- ◆ C++, Java

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

COMPUTER SCIENCE TEACHERS, POSTSECONDARY

Description: Computer Science Teachers, Postsecondary teach courses in computer and information science, including computer engineering, computer programming and information systems theory.

Alternate Job Titles: Instructors, Professors, Instructional Faculty and Lecturers

Responding Firms: 19 - Representing 345 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ♦ Occupation Size 2001: Small - 2,703
- ♦ Occupation Size 2004: Small - 3,140
- ♦ Growth Rate: Much faster than average - 6.87%
- ♦ Openings Due to Separations 2001 - 2004: 291

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	42%	58%
Over Next 24 Months	0%	37%	63%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Colleges & Universities	91.6

RECRUITMENT

Most Successful Recruitment Methods:

♦ Internet	58%
♦ Colleges/Universities	58%
♦ Newspaper Ads	47%
♦ Employee Referrals	37%
♦ In-House Promotion or Transfer	26%
♦ Trade Journals	26%
♦ Other (community college job banks)	26%

WORK PATTERNS

Hours: 40% full-time, averaging 40 hours weekly
58% part-time, averaging 10 hours weekly
2% temporary, averaging 17 hours weekly
None reported seasonal employees

Shifts: 95% day shifts
32% swing shifts
5% graveyard shifts
58% other (evenings & weekends)

♦ **Gender Ratio:** 36% Female 64% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	○	●
Inexperienced	○	●	○

♦ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ♦ **79% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Important Qualifications for Advancement:** Technical and Program Knowledge, Administrative Skills, Tenure, Student Interaction and Retention, Experience, Research Accomplishments and Instructional Delivery and Grading
- ♦ **Promotional Opportunities May Include:** Senior Instructors, Associate Professors, Senior Professors, Faculty Supervisors, Training Directors and Program Coordinators

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$57.53 - \$57.53	\$57.53
New Hires, With Experience	\$12.00 - \$35.00	\$24.00
3 + Yrs Experience With Firm	\$15.00 - \$67.12	\$28.77
Union Wages		
New Hires, No Experience	\$20.14 - \$48.33	\$34.24
New Hires, With Experience	\$26.37 - \$62.15	\$41.61
3 + Yrs Experience With Firm	\$28.64 - \$104.02	\$45.40

**Many firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	58%	-	26%	11%	-	-
Dental	58%	--	16%	5%	5%	-
Vision	58%	-	11%	5%	5%	-
Life	58%	-	-	5%	5%	-
Sick Leave	79%	21%	-	-	-	-
Vacation	58%	-	-	-	-	-
Retirement	26%	-	37%	21%	5%	5%
Child Care	-	-	-	-	-	-
Other	-	-	5%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	79%	-	21%	Length: 3 - 60 months
Other Occupational Experience Accepted	21%	79%	-	Length: 12 - 36 months Type: Business Administration, MIS Management or Senior Analyst
Technical or Vocational Training Required	32%	63%	5%	Length: 12 - 48 months Type: Class Instruction, Computer Science Courses or Information Technology Training Certificate
Training Accepted in Lieu of Experience	21%	79%	-	Length: 6 - 24 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Current trends
- ◆ Multi-cultural familiarity
- ◆ Business management/administration

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral presentation
- ◆ Interpersonal communication

Physical

- ◆ N/A

Technical

- ◆ Programming
- ◆ Technology planning
- ◆ Classroom management

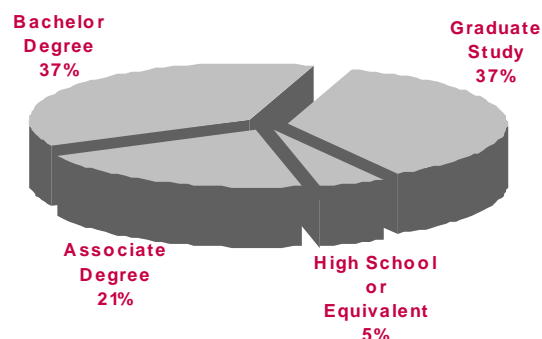
Computer

- ◆ Microsoft Office
- ◆ Windows 2000
- ◆ PowerPoint
- ◆ Adobe PageMaker/Photoshop

Other:

- ◆ Professional/industry experience

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CONCRETE AND TERRAZZO FINISHERS

Description: Concrete and Terrazzo Finishers apply cement, sand, pigment and marble chips to floors, stairways and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways and ornamental stone facings of concrete structural products to remove imperfections. Concrete Rubbers are included.

Alternate Job Titles: Finishers and Laborers

Responding Firms: 22 - Representing 248 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 2,858
- ◆ Occupation Size 2004: Small - 3,090
- ◆ Growth Rate: Much faster than average - 3.03%
- ◆ Openings Due to Separations 2001 - 2004: 13

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	23%	59%	18%
Over Next 24 Months	4%	82%	14%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Concrete Work	54.4
Residential Building Construction	20.6

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	55%
◆ Walk-In Applicants	55%
◆ Other (word of mouth)	23%
◆ In-House Promotion or Transfer	18%
◆ Union Hall Referrals	18%
◆ Newspaper Ads	14%
◆ Private Employment Agencies	5%

WORK PATTERNS

Hours: 63% full-time, averaging 40 hours weekly
13% part-time, averaging 21 hours weekly
16% temporary, averaging 23 hours weekly
8% seasonal, averaging 28 hours weekly

Shifts: 100% day shifts
5% swing shifts
5% graveyard shifts

◆ **Gender Ratio:** 5% Female 95% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 4% over the past 12 months

CAREER LADDERS

- ◆ 55% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Job Knowledge, Organizational Skills, Management Skills, Communication Skills, Reliability, Integrity and Initiative
- ◆ **Promotional Opportunities May Include:** Foreman and Supervisors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$6.58 - \$14.38	\$10.50
New Hires, With Experience	\$7.00 - \$19.18	\$12.00
3 + Yrs Experience With Firm	\$11.00 - \$28.77	\$18.00
Union Wages		
New Hires, No Experience	\$9.87 - \$9.87	\$9.87
New Hires, With Experience	\$7.00 - \$26.26	\$22.31
3 + Yrs Experience With Firm	\$22.00 - \$26.26	\$24.31

**Some firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%	-	35%	6%	-	-
Dental	18%	-	18%	-	-	-
Vision	24%	-	12%	-	-	-
Life	18%	-	29%	6%	-	-
Sick Leave	6%	-	6%	-	-	-
Vacation	41%	-	6%	-	-	-
Retirement	24%	-	6%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	77%	18%	5%	Length: 3 - 60 months
Other Occupational Experience Accepted	17%	83%	-	Length: 12 - 60 months Type: Journeyman, Construction, or General Contracting
Technical or Vocational Training Required	27%	68%	5%	Length: 12 - 60 months Type: Apprenticeship, Technical, or Construction
Training Accepted in Lieu of Experience	39%	61%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Building codes
- ◆ Construction terms

Skills/Abilities:

General

- ◆ Basic math
- ◆ Oral communication
- ◆ Reading and following instructions

Physical

- ◆ Good color perception
- ◆ Lifting at least 100 lbs. repeatedly
- ◆ Performing strenuous, physically demanding work

Technical

- ◆ Cement work
- ◆ Basic construction
- ◆ Reading blueprints
- ◆ Using manual and power hand tools

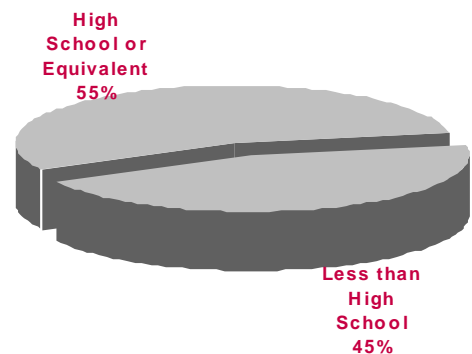
Computer

- ◆ Microsoft Office
- ◆ Quick Book

Other:

- ◆ Possession of a valid driver's license
- ◆ Possession of a good DMV driving record

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CONSTRUCTION AND BUILDING INSPECTORS

Description: Construction and Building Inspectors inspect new or remodeled construction to determine its soundness and compliance to specifications, building codes and other regulations. Inspections may be limited to a single area, such as electrical systems or elevators, or inspections may be more general in nature.

Alternate Job Titles: Inspectors, Building Safety Inspectors and Building Officials

Responding Firms: 18 - Representing 408 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,266
- ◆ Occupation Size 2004: Small - 1,300
- ◆ Growth Rate: Average - 0.94%
- ◆ Openings Due to Separations 2001 - 2004: 126

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	83%	11%
Over Next 24 Months	6%	83%	11%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Local Government, except Hospital & Education	66.4
Management & Public Relations	11.1

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	78%
◆ Trade Journals	50%
◆ In-House Promotion or Transfer	33%
◆ Internet	33%
◆ Employee Referrals	11%
◆ Walk-In Applicants	11%
◆ Colleges/Universities	6%

WORK PATTERNS

Hours: 99% full-time, averaging 40 hours weekly
1% part-time, averaging 20 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
6% swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 12% Female 88% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 9% in the past 12 months

CAREER LADDERS

- ◆ 78% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Job Knowledge, Public Relations Skills, Organizational Skills, Communication Skills, Supervisory Skills, ICBO Certification and Experience
- ◆ **Promotional Opportunities May Include:** Supervisors, Field Services Coordinators and Senior Building Inspectors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$16.18 - \$16.18	\$16.18
New Hires, With Experience	\$14.38 - \$24.27	\$19.60
3 + Yrs Experience With Firm	\$21.13 - \$29.50	\$24.52
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$16.64 - \$26.08	\$21.02
3 + Yrs Experience With Firm	\$22.81 - \$30.42	\$26.25

**Most firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	71%	-	24%	-	6%	-
Dental	76%	-	24%	-	-	-
Vision	82%	-	6%	-	6%	-
Life	88%	-	-	-	-	-
Sick Leave	94%	-	-	-	-	-
Vacation	94%	-	-	-	-	-
Retirement	94%	-	6%	-	-	-
Child Care	6%	-	-	-	-	-
Other	12%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	94%	-	6%	Length: 6 - 60 months
Other Occupational Experience Accepted	33%	67%	-	Length: 12 - 60 months Type: Carpentry, Masonry or Public Construction Projects
Technical or Vocational Training Required	22%	61%	17%	Length: 12 - 24 months Type: Construction Technology or Civil Engineering
Training Accepted in Lieu of Experience	28%	72%	-	Length: 12 - 36 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Electrical circuitry
- ◆ Construction terms and building codes

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Accurate reporting and record keeping

Physical

- ◆ Crawling under buildings
- ◆ Tolerating dust and paint fumes
- ◆ Working from ladders and scaffolds
- ◆ Working outdoors in all weather conditions

Technical

- ◆ Surveying
- ◆ Basic construction
- ◆ Reading blueprints

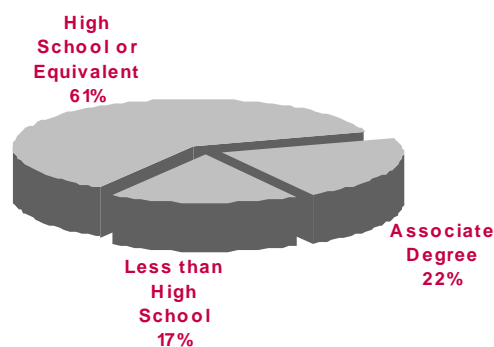
Computer

- ◆ Microsoft Office

Other:

- ◆ Willingness to work overtime and irregular hours
- ◆ Possession of a valid driver's license

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CREDIT ANALYSTS

Description: Credit Analysts analyze current credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. They prepare reports with this credit information for use in making decisions.

Alternate Job Titles: Loan Officers, Lending Officers, Tellers, Loan Assistants and Real Estate Underwriters

Responding Firms: 23 - Representing 184 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,657
- ◆ Occupation Size 2004: Small - 1,730
- ◆ Growth Rate: Much faster than average - 1.56%
- ◆ Openings Due to Separations 2001 - 2004: 143

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	9%	69%	22%
Over Next 24 Months	13%	52%	35%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Commercial Banks	33.3
Mortgage Bankers & Brokers	27.3
Personal Credit & Institutions	9.0
Foreign Bank, Branches & Agencies	6.6

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	78%
◆ Newspaper Ads	70%
◆ In-House Promotion & Transfer	48%
◆ Internet	43%
◆ Private Employment Agencies	39%
◆ Walk-In Applicants	9%
◆ Colleges/Universities	9%

WORK PATTERNS

Hours: 78% full-time, averaging 39 hours weekly
20% part-time, averaging 30 hours weekly
2% temporary, averaging 40 hours weekly
None reported seasonal employees

Shifts: 100% Day shifts
None reported swing shifts
4% Graveyard shifts

◆ **Gender Ratio:** 70% Female 30% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

◆ **Turnover Rate:** 30% over the past 12 months

CAREER LADDERS

- ◆ **87% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Accounting Skills, Analytical Skills, Experience, Communication Skills, Customer Service Skills, Time Management/Multitasking Abilities, Sales Skills and Leadership Abilities
- ◆ **Promotional Opportunities May Include:** Financial Analysts, Senior Loan Officers, Senior Credit Analysts, Supervisors and Assistant Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$7.00 - \$7.95	\$7.48
New Hires, With Experience	\$7.50 - \$28.77	\$17.26
3 + Yrs Experience With Firm	\$9.25 - \$44.75	\$20.71

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	32%	-	64%	5%	-	-
Dental	27%	-	59%	-	5%	-
Vision	27%	5%	41%	-	-	-
Life	55%	5%	32%	-	-	-
Sick Leave	68%	5%	23%	-	-	-
Vacation	73%	9%	18%	-	-	-
Retirement	18%	-	59%	-	-	-
Child Care	-	-	-	-	9%	-
Other	5%	-	9%	-	5%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	83%	4%	13%	Length: 12 - 60 months
Other Occupational Experience Accepted	23%	77%	-	Length: 12 - 24 months Type: Accounting, Finance or Lending
Technical or Vocational Training Required	26%	74%	-	Length: 6 - 24 months Type: Accounting, Credit Training or Real Estate
Training Accepted in Lieu of Experience	14%	86%	-	Length: 12 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ N/A

Skills/Abilities:**General**

- ♦ Analytical
- ♦ Effective writing
- ♦ Attention to detail
- ♦ Customer service
- ♦ Oral communication

Physical

- ♦ N/A

Technical

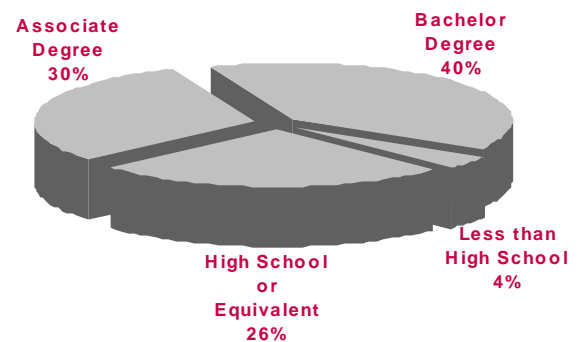
- ♦ Accrual accounting
- ♦ Following billing procedures
- ♦ Managing credit and collections

Computer

- ♦ Microsoft Office
- ♦ Novell
- ♦ Lotus
- ♦ People Soft

Other:

- ♦ Possession of a good credit rating

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

DATABASE ADMINISTRATORS

Description: Data Base Administrators coordinate physical changes to computer data bases and code, test and implement the data base applying knowledge of data base management systems. May design logical and physical data bases and coordinate data base development as part of a project team.

Alternate Job Titles: Software Developers, EDP Managers, LAN-WAN Administrators and MIS Directors

Responding Firms: 17 - Representing 91 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 2,860
- ◆ Occupation Size 2004: Small - 3,160
- ◆ Growth Rate: Much faster than average - 4.07%
- ◆ Openings Due to Separations 2001 - 2004: 171

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	76%	24%
Over Next 24 Months	0%	82%	18%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Computer & Data Processing Services	23.5
Management & Public Relations	4.6
Hospitals	4.3
Accounting, Auditing & Bookkeeping	3.6
Colleges & Universities	3.4

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	88%
◆ Internet	71%
◆ Newspaper Ads	47%
◆ In-House Promotion or Transfer	24%
◆ Colleges/Universities	24%
◆ Private Employment Agencies	18%
◆ Trade Journals	12%

WORK PATTERNS

Hours: 100% full-time, averaging 40 hours weekly
None reported part-time employees
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
None reported swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 19% Female 81% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	○	●
Inexperienced	○	○	●

◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ 59% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Education, Job Knowledge, Certification and Supervisory Skills
- ◆ **Promotional Opportunities May Include:** Systems Programmers, Management, Specialists, Senior Database Administrators and Management Information Specialists

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$10.00 - \$45.00	\$21.58
3 + Yrs Experience With Firm	\$13.81 - \$50.00	\$29.97

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	-	41%	-	6%	-
Dental	47%	-	35%	-	18%	-
Vision	29%	-	35%	-	6%	-
Life	47%	-	24%	-	6%	-
Sick Leave	71%	-	18%	-	-	-
Vacation	71%	-	18%	-	-	-
Retirement	29%	-	24%	-	12%	-
Child Care	6%	-	6%	-	-	-
Other	12%	-	12%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	94%	-	6%	Length: 12 - 60 months
Other Occupational Experience Accepted	29%	71%	-	Length: 24 - 60 months Type: Software Developer, Computer Programmer or Technologist
Technical or Vocational Training Required	47%	41%	12%	Length: 6 - 48 months Type: Computer Technology, Information Technology or Systems Integration Certification
Training Accepted in Lieu of Experience	18%	82%	-	Length: 12 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Database management
- ◆ Computer hardware and software systems

Skills/Abilities:**General**

- ◆ Analytical
- ◆ Attention to detail
- ◆ Adapting to change
- ◆ Interpersonal communication

Physical

- ◆ Sitting for long periods of time

Technical

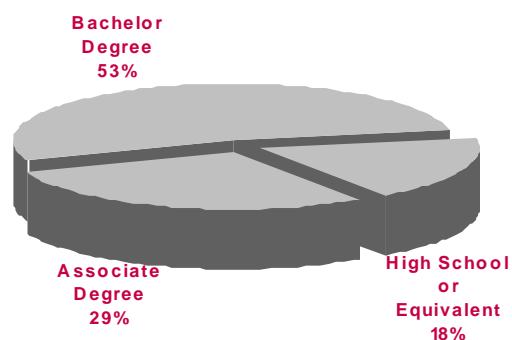
- ◆ Computer programming
- ◆ Software and web design

Computer

- ◆ Microsoft Office
- ◆ Oracle
- ◆ Lotus
- ◆ Unix
- ◆ Adobe
- ◆ SQL, Fortune

Other:

- ◆ Commitment to continuous learning

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

DEMONSTRATORS AND PROMOTERS

Description: Demonstrators and Promoters demonstrate merchandise and answer questions for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.

Alternate Job Titles: Business Sales Consultants, Sponsor Relations Representatives and Sales Representatives

Responding Firms: 15 - Representing 7,811 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Large - 12,940
- ◆ Occupation Size 2004: Large - 14,500
- ◆ Growth Rate: Much faster than average - 4.79%
- ◆ Openings Due to Separations 2001 - 2004:1,423

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	80%	13%
Over Next 24 Months	0%	47%	53%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Miscellaneous Business Services	84.3

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	60%
◆ Newspaper Ads	53%
◆ In-House Promotion or Transfer	40%
◆ Walk-In Applicants	33%
◆ Private Employment Agencies	27%
◆ Trade Journals	27%
◆ Internet	20%

WORK PATTERNS

Hours: 2% full-time, averaging 41 hours weekly
77% part-time, averaging 12 hours weekly
21% temporary, averaging 11 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
7% swing shifts
7% graveyard shifts
7% other (weekends)

◆ **Gender Ratio:** 75% Female 25% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

◆ **Turnover Rate:** 1% over the past 12 months

CAREER LADDERS

- ◆ 80% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Organizational Skills, Product Knowledge, Communication Skills, Experience, Sales Skills and Leadership Abilities
- ◆ **Promotional Opportunities May Include:** Account Managers, Supervisors and Senior Sales Representatives

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.25 - \$19.18	\$9.59
New Hires, With Experience	\$6.75 - \$26.37	\$12.95
3 + Yrs Experience With Firm	\$7.00 - \$33.56	\$18.00

**No firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	33%	8%	42%	-	-	-
Dental	50%	8%	25%	-	-	-
Vision	33%	8%	17%	-	-	-
Life	42%	8%	25%	-	-	-
Sick Leave	58%	8%	8%	-	-	-
Vacation	67%	8%	8%	-	-	-
Retirement	50%	8%	17%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	53%	34%	13%	Length: 6 - 36 months
Other Occupational Experience Accepted	60%	40%	-	Length: 6 - 60 months Type: Sales or Community Development
Technical or Vocational Training Required	7%	73%	20%	Length: 1 - 6 months Type: Product & Computer
Training Accepted in Lieu of Experience	40%	60%	-	Length: 1 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Sales techniques

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Public contact
- ♦ Effective writing
- ♦ Verbal presentation
- ♦ Working independently
- ♦ Interpersonal communication

Physical

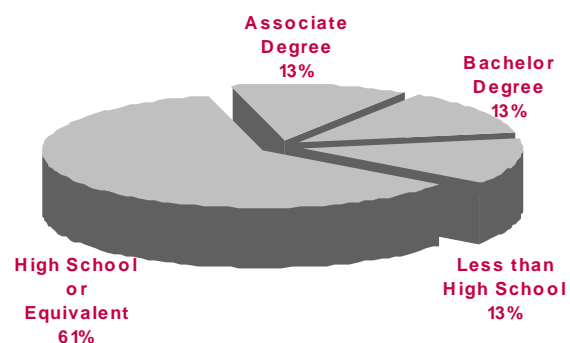
- ♦ Good color perception

Technical

- ♦ Sales
- ♦ Database development
- ♦ Guest complaint handling

Computer

- ♦ Microsoft Office
- ♦ Filemaker Pro
- ♦ Adobe PageMaker

EDUCATION**AVAILABLE TRAINING & EDUCATION**

No training provider information is currently available for this occupation.

DESKTOP PUBLISHING - GRAPHIC DESIGNERS

Description: Desktop Publishing - Graphic Designers use desktop publishing software to lay out pages, select size and style of type, enter text and graphics into computers to produce printed materials, such as advertisements, brochures, newsletters and forms, applying knowledge of graphic arts techniques and typesetting.

Alternate Job Titles: Graphic Artists, Art Directors and Production Artists

Responding Firms: 18 - Representing 76 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: N/A
- ◆ Occupation Size 2004: N/A
- ◆ Growth Rate: N/A
- ◆ Openings Due to Separations 2001 - 2004: N/A

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	22%	61%	17%
Over Next 24 Months	0%	56%	44%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Industry information is not currently available.	

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	72%
◆ Newspaper Ads	56%
◆ Internet	50%
◆ In-House Promotion or Transfer	17%
◆ Private Employment	17%
◆ Walk-In Applicants	17%
◆ Trade Journals	17%

WORK PATTERNS

Hours: 92% full-time, averaging 45 hours weekly
8% part-time, averaging 23 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 89% day shifts
6% swing shifts
6% graveyard shifts
17% other (as needed)

◆ **Gender Ratio:** 43% Female 57% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

◆ **Turnover Rate:** 14% over the past 12 months

CAREER LADDERS

- ◆ **72% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Problem Resolution, Management Capabilities, Creativity, Interpersonal Skills, Strong Organizational Skills, Leadership Abilities and Advanced Technical Skills
- ◆ **Promotional Opportunities May Include:** Senior Graphic Artists, Supervisors, Department Managers, Directors, Creative Directors and Production Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$10.55 - \$17.00	\$15.34
New Hires, With Experience	\$9.59 - \$24.00	\$17.58
3 + Yrs Experience With Firm	\$11.99 - \$32.00	\$23.97

*No firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	44%	-	28%	6%	11%	-
Dental	44%	-	22%	6%	6%	-
Vision	22%	-	11%	-	11%	6%
Life	39%	-	11%	6%	11%	-
Sick Leave	72%	6%	-	-	-	-
Vacation	83%	6%	-	-	-	-
Retirement	28%	-	17%	-	11%	-
Child Care	-	-	-	-	6%	-
Other	6%	-	6%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	83%	-	17%	Length: 12 - 60 months
Other Occupational Experience Accepted	28%	72%	-	Length: 12 - 36 months Type: Advertising
Technical or Vocational Training Required	50%	17%	33%	Length: 12 - 24 months Type: Computer Graphics, Designer Courses, Photoshop or Quark
Training Accepted in Lieu of Experience	39%	61%	-	Length: 6 - 24 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Meeting deadlines
- ◆ Oral and written communication

Physical

- ◆ Manual dexterity
- ◆ Good color perception

Technical

- ◆ Layout and detail
- ◆ Creating cartoons
- ◆ Freehand drawing
- ◆ Lithographic camera work

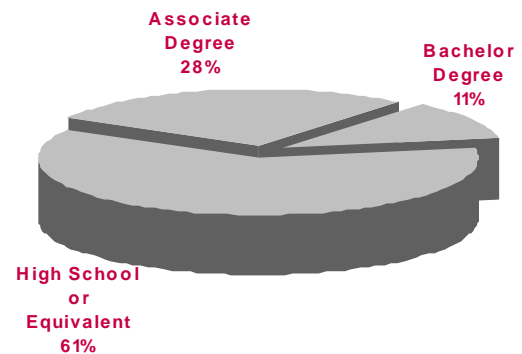
Computer

- ◆ Microsoft Office
- ◆ Quark
- ◆ HTML
- ◆ PowerPoint
- ◆ Adobe PageMaker/Photoshop

Other:

- ◆ Ability to submit portfolio of work

EDUCATION



AVAILABLE TRAINING & EDUCATION

No training provider information is currently available for this occupation.

ELECTRICIANS

Description: Electricians install, maintain and repair wiring, electrical equipment and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Protective Signal Installers and Repairers and Street Light Servicers are not included.

Alternate Job Titles: Journeymen, Foremen, Apprentices and Wiremen

Responding Firms: 22 - Representing 2,101 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Large - 12,760
- ◆ Occupation Size 2004: Large - 13,570
- ◆ Growth Rate: Much faster than average - 2.31%
- ◆ Openings Due to Separations 2001 - 2004: 1,006

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	18%	32%	50%
Over Next 24 Months	5%	63%	32%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Electrical Work	63.7
Local Government, except Hospital & Education	8.8
Aircraft & Parts	2.5

RECRUITMENT

Most Successful Recruitment Methods:

◆ Union Hall Referrals	64%
◆ Employee Referrals	41%
◆ Newspaper Ads	41%
◆ In-House Promotion or Transfer	27%
◆ Walk-In Applicants	23%
◆ School, Program Referrals	9%
◆ Employment Development Department	5%

WORK PATTERNS

Hours: 99% full-time, averaging 41 hours weekly
None reported part-time employees
1% temporary, averaging 40 hours weekly
None reported seasonal employees

Shifts: 95% day shifts
45% swing shifts
23% graveyard shifts

◆ **Gender Ratio:** 2% Female 98% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 7% over the past 12 months

CAREER LADDERS

- ◆ **95% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Electrical Knowledge, Leadership Abilities, Communication Skills, Organizational Skills, Equipment Knowledge, Estimating Abilities and Interpersonal Skills
- ◆ **Promotional Opportunities May Include:** Senior Foremen, Supervisors, Facility Supervisors, Project Managers and Superintendents

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$7.00 - \$7.00	\$7.00
New Hires, With Experience	\$9.59 - \$18.03	\$12.56
3 + Yrs Experience With Firm	\$13.00 - \$24.35	\$19.59
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$10.65 - \$40.70	\$23.76
3 + Yrs Experience With Firm	\$14.92 - \$45.64	\$29.10

**Most firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	64%	-	36%	-	-	-
Dental	59%	-	18%	-	9%	-
Vision	36%	-	18%	-	-	-
Life	32%	-	14%	-	18%	-
Sick Leave	14%	-	5%	-	14%	-
Vacation	50%	-	5%	-	32%	-
Retirement	36%	-	36%	-	-	-
Child Care	-	-	-	-	5%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	91%	-	9%	Length: 12 - 60 months
Other Occupational Experience Accepted	14%	86%	-	Length: 6 - 24 months Type: Telecommunications or Railroad
Technical or Vocational Training Required	55%	32%	14%	Length: 12 - 60 months Type: Apprenticeship, Trade School or Certification
Training Accepted in Lieu of Experience	45%	55%	-	Length: 12 - 48 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Construction business
- ◆ Current code requirements

Skills/Abilities:**General**

- ◆ Effective writing
- ◆ Oral communication

Physical

- ◆ Climbing ladders
- ◆ Crawling under buildings
- ◆ Standing for 2 or more hours

Technical

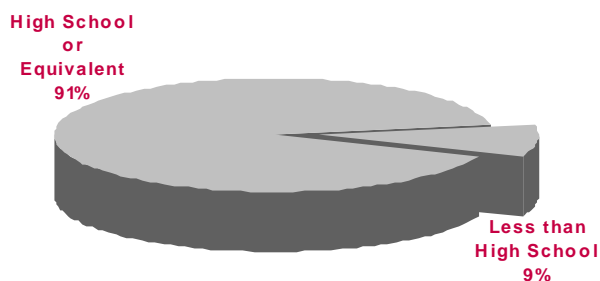
- ◆ Wiring
- ◆ Soldering
- ◆ Cost estimating
- ◆ Basic shop math
- ◆ Reading blueprints
- ◆ Mechanical aptitude
- ◆ Installing electrical equipment

Computer

- ◆ Microsoft Office

Other:

- ◆ Ability to provide own hand tools

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

ENGLISH LANGUAGE AND LITERATURE TEACHERS, POSTSECONDARY

Description: English Language and Literature Teachers, Postsecondary teach courses in English language and literature. Teachers of linguistics and comparative literature taught in English are included.

Alternate Job Titles: Instructors, Professors, Adjunct Instructional Faculty and Lecturers

Responding Firms: 15 - Representing 687 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,959
- ◆ Occupation Size 2004: Small - 2,160
- ◆ Growth Rate: Much faster than average - 3.97%
- ◆ Openings Due to Separations 2001 - 2004: 211

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	40%	60%
Over Next 24 Months	0%	60%	40%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Colleges & Universities	96.7

RECRUITMENT

Most Successful Recruitment Methods:

◆ Colleges/universities	67%
◆ Newspaper Ads	53%
◆ Trade Journals	47%
◆ Internet	40%
◆ Employees Referrals	33%
◆ Walk-In Applicants	20%
◆ Other (community college job bank)	20%

WORK PATTERNS

Hours: 40% full-time, averaging 38 hours weekly
58% part-time, averaging 9 hours weekly
2% temporary, averaging 19 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
20% swing shifts
None reported graveyard shifts
47% other (evenings and weekends)

◆ **Gender Ratio:** 60% Female 40% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ◆ 60% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Tenure, Experience, Community Service, Higher Education, Job Knowledge, Accomplished Research, Grading, Instructional Delivery and Communication Skills
- ◆ **Promotional Opportunities May Include:** Assistant Deans, Deans, Administrators and Senior Professors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$22.94 - \$22.94	\$22.94
New Hires, With Experience	\$13.15 - \$22.94	\$18.22
3 + Yrs Experience With Firm	\$14.14 - \$23.97	\$21.10
Union Wages		
New Hires, No Experience	\$20.14 - \$59.76	\$57.99
New Hires, With Experience	\$19.18 - \$65.11	\$40.57
3 + Yrs Experience With Firm	\$23.97 - \$104.02	\$45.75

**Many firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	60%	7%	33%	27%	-	-
Dental	60%	7%	27%	13%	7%	-
Vision	60%	7%	20%	7%	7%	-
Life	87%	-	7%	7%	-	-
Sick Leave	80%	33%	-	-	-	-
Vacation	47%	-	-	-	-	-
Retirement	47%	7%	47%	27%	-	7%
Child Care	-	-	7%	-	-	-
Other	-	-	7%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	67%	7%	26%	Length: 12 - 60 months
Other Occupational Experience Accepted	7%	93%	-	Length: 12 months Type: Related Teaching
Technical or Vocational Training Required	7%	93%	-	Length: 12 months Type: Industrial Technology Certification
Training Accepted in Lieu of Experience	14%	86%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Multi-cultural familiarity
- ◆ Grammar, spelling and punctuation

Skills/Abilities:**General**

- ◆ Effective writing
- ◆ Oral presentation
- ◆ Interpersonal communication
- ◆ Understanding foreign accents

Physical

- ◆ N/A

Technical

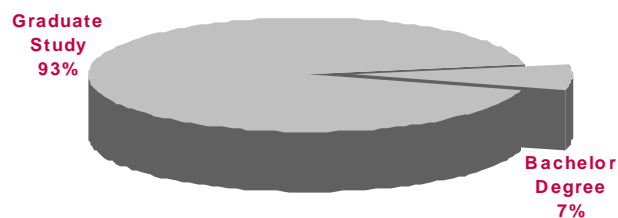
- ◆ Motivating others
- ◆ Classroom management
- ◆ Multiple teaching techniques
- ◆ Diagnosing reading problems

Computer

- ◆ Microsoft Office
- ◆ Adobe PageMaker

Other:

- ◆ Fluency in Spanish and/or additional languages

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

HOME HEALTH AIDES

Description: Home Health Aides care for elderly, convalescent or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming and assisting with medications under doctor's orders or direction of nurse. Nursing Aides and Homemakers are not included.

Alternate Job Titles: Personal Attendants

Responding Firms: 16 - Representing 486 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 6,617
- ◆ Occupation Size 2004: Medium - 7,020
- ◆ Growth Rate: Much faster than average - 2.21%
- ◆ Openings Due to Separations 2001 - 2004: 354

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	12%	50%	38%
Over Next 24 Months	6%	31%	63%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Home Health Care Services	39.2
Residential Care	15.6
Personnel Supply Services	12.7
Hospitals	10.7

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	69%
◆ Employee Referrals	63%
◆ Walk-In Applicants	44%
◆ In-House Promotion or Transfer	31%
◆ Other (home health agencies)	19%
◆ School, Program Referrals	13%

WORK PATTERNS

Hours: 23% full-time, averaging 39 hours weekly
7% part-time, averaging 23 hours weekly
70% temporary, averaging 23 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
69% swing shifts
63% graveyard shifts
25% other (live-in, 7am-7pm, 12am-12pm)

◆ **Gender Ratio:** 88% Female 12% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ 38% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Customer Service Skills, Computer Skills, Cooking Skills, Filing Skills and Leadership Abilities
- ◆ **Promotional Opportunities May Include:** Medical Records Technicians, In-Home Educators, Supervisors and Cooks

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.50 - \$10.00	\$7.19
New Hires, With Experience	\$6.25 - \$18.00	\$8.32
3 + Yrs Experience With Firm	\$6.50 - \$20.00	\$10.00

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	22%	-	44%	11%	-	-
Dental	22%	-	44%	11%	-	-
Vision	22%	-	44%	11%	-	-
Life	11%	-	33%	-	11%	11%
Sick Leave	33%	-	33%	-	-	-
Vacation	33%	11%	33%	-	-	-
Retirement	22%	11%	33%	-	11%	11%
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	69%	6%	25%	Length: 3 - 24 months
Other Occupational Experience Accepted	33%	67%	-	Length: 6 - 24 months Type: Medical Assistant, Child Care Worker or Emergency Medical Technician
Technical or Vocational Training Required	56%	44%	-	Length: 3 - 12 months Type: Vocational Training & Certification Program
Training Accepted in Lieu of Experience	40%	60%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Emergency first aid techniques

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Effective writing
- ♦ Reading and following instructions

Physical

- ♦ N/A

Technical

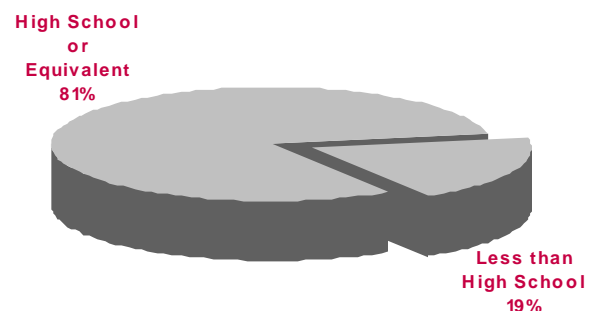
- ♦ Performing CPR
- ♦ Preparing meals
- ♦ Reading vital signs
- ♦ Applying transferring techniques while moving patients

Computer

- ♦ Microsoft Office

Other:

- ♦ Possession of a Home Health Aide Certificate
- ♦ Ability to pass a pre-employment medical examination
- ♦ Possession of a reliable vehicle and a valid driver's license

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

IMPORT/EXPORT SPECIALISTS

Description: Import/Export Specialists examine and/or prepare documents such as invoices, bills of lading, and shipping statements to verify conversion of merchandise weights or volumes into foreign equivalents. May compute duties, tariffs, weight, shipping storage, demurrage charges, volume and price conversions of merchandise to be exported or imported. May convert foreign currency figures into United States monetary equivalents or domestic currency into foreign equivalents using rate charts. May examine shipping manifest and bills of lading to determine procedures for release or acceptance of cargo. May also contact shippers (air, ground, or sea) to determine when cargo will be available for transit.

Alternate Job Titles: Ocean Operations, Freight Forwarders, Clerks and International Operations

Responding Firms: 16 - Representing 486 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: N/A
- ◆ Occupation Size 2004: N/A
- ◆ Growth Rate: N/A
- ◆ Openings Due to Separations 2001 - 2004: N/A

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	62%	38%
Over Next 24 Months	6%	81%	13%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Industry information is not currently available.	

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	69%
◆ Newspaper Ads	63%
◆ In-House Promotion or Transfer	56%
◆ Private Employment Agencies	50%
◆ Walk-In Applicants	19%
◆ Other (word of mouth)	13%
◆ School, Program Referrals	6%

WORK PATTERNS

Hours: 98% full-time, averaging 43 hours weekly
2% part-time, averaging 25 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
13% swing shifts
6% graveyard shifts

◆ **Gender Ratio:** 39% Female 61% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

◆ **Turnover Rate:** 20% over the past 12 months

CAREER LADDERS

- ◆ **75% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Job Knowledge, Computer Skills, Organizational Skills, Leadership Abilities and Customer Service Skills
- ◆ **Promotional Opportunities May Include:** Supervisors, Assistant Managers and Managers

WAGES

BENEFITS

Experience	Range	Median
New Hires, No Experience	\$7.50 - \$11.51	\$10.23
New Hires, With Experience	\$9.00 - \$17.26	\$13.23
3 + Yrs Experience With Firm	\$11.51 - \$23.01	\$15.21

**Few firms surveyed were unionized*

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	75%	-	25%	-	-	-
Dental	50%	-	19%	-	13%	-
Vision	56%	-	13%	-	6%	-
Life	56%	-	6%	-	6%	-
Sick Leave	94%	-	-	-	-	-
Vacation	94%	-	6%	-	-	-
Retirement	56%	-	6%	-	-	-
Child Care	-	-	-	-	6%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	56%	13%	31%	Length: 4 - 24 months
Other Occupational Experience Accepted	50%	50%	-	Length: 6 - 24 months Type: Shipping, Transportation, Customer Service or Clerical
Technical or Vocational Training Required	6%	88%	6%	Length: 3 - 6 months Type: Technical Training
Training Accepted in Lieu of Experience	64%	36%	-	Length: 3 - 6 months

IMPORTANT QUALIFICATIONS

EDUCATION

Knowledge:

- ♦ Business management
- ♦ Foreign commerce laws and regulations

Skills/Abilities:

General

- ♦ Analytical
- ♦ Basic math
- ♦ Organizational
- ♦ Record keeping
- ♦ Working under pressure
- ♦ Interpersonal communication
- ♦ Effective writing in English and Spanish

Physical

- ♦ N/A

Technical

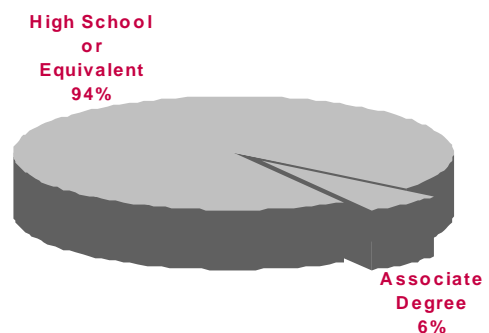
- ♦ Accounting

Computer

- ♦ Microsoft Office

Other:

- ♦ Working outdoors
- ♦ Bilingual (Spanish)



AVAILABLE TRAINING & EDUCATION

No training provider information is currently available for this occupation.

INDUSTRIAL ENGINEERING TECHNICIANS AND TECHNOLOGISTS

Description: Industrial Engineering Technicians and Technologists study and record the time, motion, method and speed involved in the performance of production, maintenance, clerical and other worker operations for such purposes as establishing standard production rates or improving efficiency. They usually work under the direction of engineering staff.

Alternate Job Titles: Engineers, Manufacturing Engineers, Planners and Production Managers

Responding Firms: 16 - Representing 124 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 568
- ◆ Occupation Size 2004: Small - 590
- ◆ Growth Rate: Faster than average - 1.33%
- ◆ Openings Due to Separations 2001 - 2004: 46

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	62%	19%
Over Next 24 Months	13%	74%	13%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Computer & Data Processing Services	20.1
Aircraft & Parts	9.0
Search & Navigation Equipment	8.7
Industrial Machinery	6.8
Commercial Printing	5.3

RECRUITMENT

Most Successful Recruitment Methods:

◆ In-House Promotion or Transfer	63%
◆ Newspaper Ads	56%
◆ Internet	50%
◆ Employee Referrals	44%
◆ Private Employment Agencies	31%
◆ Colleges/Universities	25%
◆ Employment Development Department	6%

WORK PATTERNS

Hours: 98% full-time, averaging 40 hours weekly
2% part-time, averaging 12 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 94% day shifts
13% swing shifts
None reported swing shifts

◆ **Gender Ratio:** 15% Female 85% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	○	●
Inexperienced	○	○	●

◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ **88% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Efficiency, Job Knowledge, Experience, Continued Education, Managerial Skills, Interpersonal Skills, Organizational Skills and Tenure
- ◆ **Promotional Opportunities May Include:** Production Supervisors, Associate Engineers, General Managers, Shop Foremen and Industrial Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$16.50 - \$16.50	\$16.50
New Hires, With Experience	\$12.00 - \$28.77	\$19.84
3 + Yrs Experience With Firm	\$17.50 - \$38.36	\$25.29

**No firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	56%	-	44%	-	-	-
Dental	38%	-	50%	-	6%	-
Vision	19%	-	25%	-	13%	-
Life	69%	-	19%	-	-	-
Sick Leave	69%	-	-	-	-	-
Vacation	100%	-	-	-	-	-
Retirement	56%	-	13%	-	6%	-
Child Care	-	-	-	-	-	-
Other	-	-	6%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	94%	-	6%	Length: 6 - 60 months
Other Occupational Experience Accepted	25%	75%	-	Length: 6 - 36 months Type: Engineering, Typesetting or Tool & Die
Technical or Vocational Training Required	13%	81%	6%	Length: 12 - 36 months Type: Machinist or Computer Training
Training Accepted in Lieu of Experience	25%	75%	-	Length: 3 - 36 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Geometry
- ◆ Specialized engineering applications

Skills/Abilities:**General**

- ◆ Public contact
- ◆ Effective writing
- ◆ Oral communication

Physical

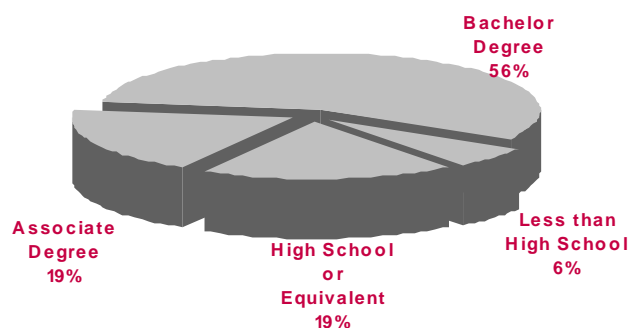
- ◆ Good color perception

Technical

- ◆ Drafting
- ◆ Freehand drawing
- ◆ Using precision tools
- ◆ Reading working drawings
- ◆ Performing advanced mathematical computations

Computer

- ◆ Microsoft Office
- ◆ PowerPoint
- ◆ Photoshop
- ◆ Autocad

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

INTERIOR DESIGNERS

Description: Interior Designers plan, design and furnish interior environments of residential, commercial or industrial buildings. They formulate design to be practical, aesthetic and conducive to intended purposes such as raising productivity, selling merchandise or improving life style. Interior Designers may specialize in a particular field, style or phase of interior design. Merchandise Display Designers are not included.

Alternate Job Titles: Designers and Project Designers

Responding Firms: 16 - Representing 182 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 893
- ◆ Occupation Size 2004: Small - 970
- ◆ Growth Rate: Much faster than average - 3.26%
- ◆ Openings Due to Separations 2001 - 2004: 51

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	25%	50%	25%
Over Next 24 Months	6%	50%	44%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Miscellaneous Business Services	43.3
Furniture & Home Furnishings Stores	19.8
Engineering & Architectural Services	14.2

RECRUITMENT

Most Successful Recruitment Methods:

◆ In-House Promotion or Transfer	69%
◆ Employee Referrals	69%
◆ Colleges/Universities	50%
◆ Newspaper Ads	44%
◆ Internet	25%
◆ Walk-In Applicants	13%
◆ Employment Development Department	6%

WORK PATTERNS

Hours: 94% full-time, averaging 40 hours weekly
5% part-time, averaging 22 hours weekly
1% temporary, averaging 8 hours weekly
None reported seasonal employees

Shifts: 88% day shifts
None reported swing shifts
None reported graveyard shifts
19% other (telecommute)

◆ **Gender Ratio:** 63% Female 37% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 7% over the past 12 months

CAREER LADDERS

- ◆ **94% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Industry Knowledge, Interpersonal Skills, Leadership Abilities, Experience, Management Skills, Graduate Experience, Presentation Skills, Attention to Detail and Client Relations
- ◆ **Promotional Opportunities May Include:** Project Managers, Senior Designers, Studio Designers, Associate Partners and Partners

WAGES

Experience	Range	Median
New Hires, No Experience	\$14.86 - \$14.86	\$14.86
New Hires, With Experience	\$11.99 - \$21.93	\$16.06
3 + Yrs Experience With Firm	\$16.30 - \$28.77	\$20.83

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	44%	-	44%	13%	-	-
Dental	6%	-	44%	13%	-	-
Vision	19%	-	38%	6%	-	-
Life	44%	13%	19%	-	-	-
Sick Leave	63%	13%	13%	-	-	6%
Vacation	69%	13%	13%	-	-	6%
Retirement	44%	13%	19%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	81%	6%	13%	Length: 6 - 60 months
Other Occupational Experience Accepted	33%	67%	-	Length: 6 - 60 months Type: Architecture
Technical or Vocational Training Required	38%	56%	6%	Length: 6 - 48 months Type: CAD (Computer Aided Design) Training, Architecture or Interior Studies
Training Accepted in Lieu of Experience	27%	73%	-	Length: 12 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Building codes
- ◆ Designer planning principles

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Effective writing
- ◆ Record keeping
- ◆ Oral presentation
- ◆ Interpersonal communication

Physical

- ◆ Good color perception

Technical

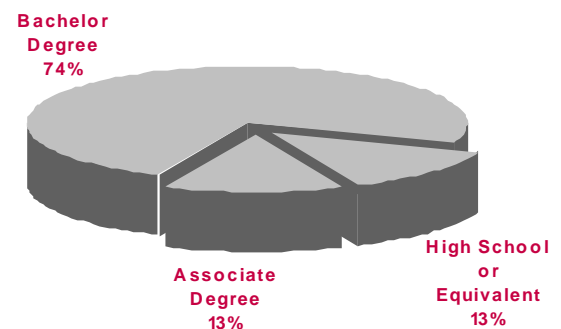
- ◆ Drafting
- ◆ Cost estimating
- ◆ Freehand drawing
- ◆ Layout and detailing
- ◆ Reading working drawings

Computer

- ◆ Microsoft Office
- ◆ Autocad

Other:

- ◆ Willingness to work irregular hours

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

INTERNET WEB SITE DESIGNERS/DEVELOPERS (WEBMASTERS)

Description: Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

Alternate Job Titles: System Analysts, Programmer Analysts and Pagemakers

Responding Firms: 16 - Representing 57 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: N/A
- ◆ Occupation Size 2004: N/A
- ◆ Growth Rate: N/A
- ◆ Openings Due to Separations 2001 - 2004: N/A

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	75%	19%
Over Next 24 Months	0%	56%	44%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Industry information is not currently available.	

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	81%
◆ Internet	63%
◆ Newspaper Ads	44%
◆ In-House Promotion or Transfer	31%
◆ Private Employment Agencies	31%
◆ Trade Journals	13%
◆ Colleges/Universities	13%

WORK PATTERNS

Hours: 91% full-time, averaging 41 hours weekly
7% part-time, averaging 25 hours weekly
2% temporary, averaging 8 hours weekly
None reported seasonal employees

Shifts: 94% day shifts
13% swing shifts
13% graveyard shifts
19% other (on-call)

◆ **Gender Ratio:** 28% Female 72% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 13% over the past 12 months

CAREER LADDERS

- ◆ **69% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Leadership Abilities, Computer Software Knowledge, Experience, Management Skills, Training, Team Building Abilities, Interpersonal skills and Continuous Learning
- ◆ **Promotional Opportunities May Include:** Supervisors, Senior Web Developers, Managers and Directors of Interactive Marketing

WAGES

Experience	Range	Median
New Hires, No Experience	\$9.05 - \$23.97	\$16.51
New Hires, With Experience	\$10.00 - \$50.00	\$24.97
3 + Yrs Experience With Firm	\$15.00 - \$55.00	\$29.21

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	44%	-	31%	-	-	-
Dental	31%	-	31%	-	-	-
Vision	25%	-	25%	-	6%	-
Life	50%	-	6%	-	-	-
Sick Leave	63%	-	13%	-	-	-
Vacation	63%	-	13%	-	-	-
Retirement	31%	-	13%	-	13%	-
Child Care	-	-	-	-	-	-
Other	13%	-	19%	-	6%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	88%	-	12%	Length: 6 - 60 months
Other Occupational Experience Accepted	44%	56%	-	Length: 12 - 60 months Type: Graphic Designer, Programmer or Information Technology related
Technical or Vocational Training Required	50%	31%	19%	Length: 6 - 48 months Type: Web Design Training, Information Technology Training & Certification
Training Accepted in Lieu of Experience	31%	69%	-	Length: 6 - 12 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Internet protocols
- ◆ Emerging software
- ◆ Windows and Mac platforms
- ◆ Download time, bandwidth and Internet browser

Skills/Abilities:

General

- ◆ Creativity
- ◆ Time management
- ◆ Interpersonal communication

Physical

- ◆ N/A

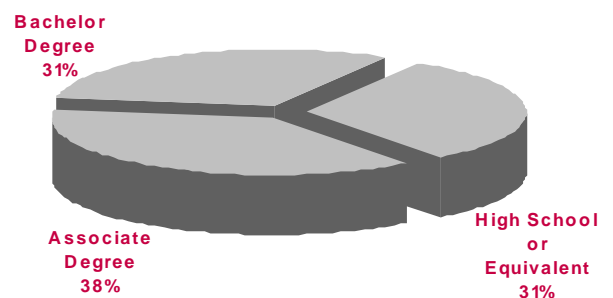
Technical

- ◆ Web site design and editing
- ◆ Designing computer graphic images
- ◆ Creating and editing hypertext markup

Computer

- ◆ Microsoft Office
- ◆ Quark
- ◆ Java
- ◆ HTML
- ◆ PowerPoint
- ◆ Adobe Photoshop/Illustrator

EDUCATION



AVAILABLE TRAINING & EDUCATION

No training provider information is currently available for this occupation.

JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

Description: Janitors and Cleaners (except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Maids and Housekeepers are not included.

Alternate Job Titles: Janitors, Custodians, Maintenance Workers and Cleaners

Responding Firms: 20 - Representing 2,384 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ♦ Occupation Size 2001: Very large - 56,957
- ♦ Occupation Size 2004: Very large - 60,330
- ♦ Growth Rate: Much faster than average - 2.14%
- ♦ Openings Due to Separations 2001 - 2004: 5,023

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	50%	45%
Over Next 24 Months	0%	65%	35%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Services to Building	39.3
Elementary & Secondary Schools	8.7
Eating & Drinking Places	5.7
Real Estate Operators & Lessors	3.0
Colleges & Universities	3.0

RECRUITMENT

Most Successful Recruitment Methods:

♦ Newspaper Ads	80%
♦ Employee Referrals	70%
♦ Walk-In Applicants	65%
♦ In-House Promotion or Transfer	35%
♦ Employment Development Department	20%
♦ Private Employment Agencies	10%
♦ Union Hall Referrals	5%

WORK PATTERNS

Hours: 58% full-time, averaging 41 hours weekly
41% part-time, averaging 22 hours weekly
1% temporary, averaging 35 hours weekly
None reported seasonal employees

Shifts: 70% day shifts
80% swing shifts
45% graveyard shifts

♦ **Gender Ratio:** 39% Female 61% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

♦ **Turnover Rate:** 22% over the past 12 months

CAREER LADDERS

- ♦ **80% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Important Qualifications for Advancement:** Experience, Equipment Handling, Leadership Abilities, Bilingual Skills, Job Performance, Interpersonal Skills, Dependability and Organization Skills
- ♦ **Promotional Opportunities May Include:** Foreman, Supervisors, Senior Custodians and Lead Custodians

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$6.25 - \$7.50	\$6.25
New Hires, With Experience	\$6.25 - \$8.00	\$6.50
3 + Yrs Experience With Firm	\$7.00 - \$9.46	\$8.00
Union Wages		
New Hires, No Experience	\$6.25 - \$12.66	\$8.97
New Hires, With Experience	\$6.25 - \$13.50	\$12.66
3 + Yrs Experience With Firm	\$8.00 - \$16.43	\$13.24

**Some firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	25%	-	20%	5%	10%	5%
Dental	25%	-	15%	5%	10%	5%
Vision	20%	-	15%	5%	5%	-
Life	20%	-	5%	-	-	-
Sick Leave	45%	5%	10%	-	-	-
Vacation	65%	10%	5%	-	-	-
Retirement	10%	5%	15%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	20%	55%	25%	Length: 3 - 12 months
Other Occupational Experience Accepted	22%	78%	-	Length: 6 - 12 months Type: Custodian or Maintenance Worker
Technical or Vocational Training Required	-	100%	-	Length: N/A Type: N/A
Training Accepted in Lieu of Experience	33%	67%	-	Length: 3 - 6 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Lawn and garden care
- ♦ Cleaning compounds and solutions

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Legible writing
- ♦ Oral communication

Physical

- ♦ Lifting at least 100 lbs. repeatedly

Technical

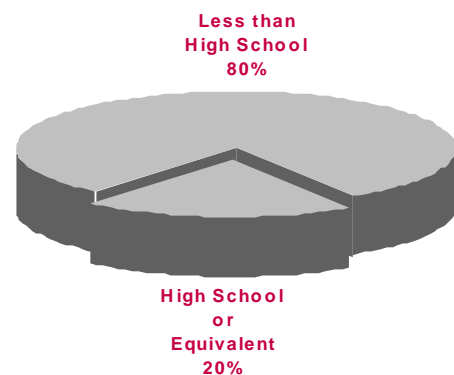
- ♦ Carpentry
- ♦ Painting
- ♦ Window washing
- ♦ Pest exterminating
- ♦ Ceramic or floor tile repair
- ♦ Operating floor polishing equipment

Computer

- ♦ N/A

Other:

- ♦ Bondable
- ♦ Possession of a reliable vehicle
- ♦ Possession of a valid driver's license

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

LABORERS, LANDSCAPING AND GROUNDSKEEPING

Description: Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking and sprinkler installation. Workers may help brick and stone masons.

Alternate Job Titles: Groundskeepers, Greenskeepers, Maintenance Workers and Grounds Workers

Responding Firms: 17 - Representing 596 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Very large - 28,670
- ◆ Occupation Size 2004: Very large - 30,380
- ◆ Growth Rate: Much faster than average - 2.16%
- ◆ Openings Due to Separations 2001 - 2004: 3,526

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	76%	24%
Over Next 24 Months	0%	71%	29%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Landscape & Horticultural Services	28.2
Local Government, except Hospital & Education	13.0
Elementary & Secondary Schools	11.8
Personnel Supply Services	6.5
Miscellaneous Amusement, Recreation Services	5.2

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	88%
◆ Walk-In Applicants	82%
◆ Newspaper Ads	65%
◆ In-House Promotion or Transfer	41%
◆ Private Employment Agencies	6%
◆ Employment Development Department	6%
◆ Colleges/Universities	6%

WORK PATTERNS

Hours: 100% full-time, averaging 40 hours weekly
None reported part-time employees
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
None reported swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 5% Female 95% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 15% over the past 12 months

CAREER LADDERS

- ◆ 76% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Job Knowledge, Experience, Leadership Ability, Education, Management Skills, Multitasking Abilities and Diligence
- ◆ **Promotional Opportunities May Include:** Foremen, Grounds Worker II, Head Groundskeepers, Grounds Equipment Operators, Supervisors, Assistant Superintendents and Superintendents

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.25 - \$9.78	\$7.25
New Hires, With Experience	\$6.25 - \$11.99	\$8.00
3 + Yrs Experience With Firm	\$7.50 - \$12.84	\$9.50

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	47%	-	18%	-	-	-
Dental	35%	-	12%	-	6%	-
Vision	29%	-	12%	-	-	-
Life	41%	-	12%	-	-	-
Sick Leave	47%	-	-	-	-	-
Vacation	71%	-	6%	-	-	-
Retirement	41%	-	12%	-	-	-
Child Care	-	-	-	-	-	-
Other	12%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	24%	24%	52%	Length: 3 - 24 months
Other Occupational Experience Accepted	8%	92%	-	Length: 12 months Type: Janitorial
Technical or Vocational Training Required	-	94%	6%	Length: 3 months Type: Pesticide Training
Training Accepted in Lieu of Experience	31%	69%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Horticulture
- ◆ Pesticides and herbicides

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Legible writing
- ◆ Interpersonal communication

Physical

- ◆ Lifting at least 75 lbs. repeatedly

Technical

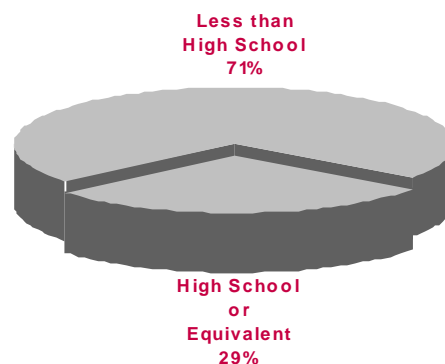
- ◆ Pruning
- ◆ Plumbing repair
- ◆ Operating tractors
- ◆ Lawn and garden care
- ◆ Sprinkler installation and repair

Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Possession of a reliable vehicle
- ◆ Possession of a valid driver's license

EDUCATION**AVAILABLE TRAINING & EDUCATION**

No training provider information is currently available for this occupation.

LIBRARIANS - PROFESSIONAL

Description: Professional Librarians include persons concerned with administering libraries and performing related library services, including selecting, acquiring, cataloging, classifying, circulating and maintaining library materials or furnishing references, bibliographies and reader's advisory services. They may select music, film or audio-visual material for subject matter of programs.

Alternate Job Titles: Information Resource Specialists, Catalog/Reference Librarians and Library Media Teachers

Responding Firms: 16 - Representing 496 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 3,013
- ◆ Occupation Size 2004: Small - 3,120
- ◆ Growth Rate: Faster than average - 1.24%
- ◆ Openings Due to Separations 2001 - 2004: 303

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Colleges & Universities	29.2
Elementary & Secondary Schools	28.3
Local Government, except Hospital & Education	21.4

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper ads	63%
◆ Employee Referrals	50%
◆ In-House Promotion or Transfer	38%
◆ Internet	38%
◆ Colleges/Universities	38%
◆ Trade Journals	31%
◆ Private Employment Agencies	13%

WORK PATTERNS

- Hours:** 54% full-time, averaging 39 hours weekly
 15% part-time, averaging 16 hours weekly
 30% temporary, averaging 10 hours weekly
 1% seasonal, averaging 8 hours weekly
- Shifts:** 100% day shifts
 25% swing shifts
 None reported graveyard shifts
 25% other (weekends & evenings as needed)
- ◆ **Gender Ratio:** 84% Female 16% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- ◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ 63% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Administrative Credentials, Experience, Customer Service Skills, Managerial Skills, Continuous Learning and Communication Skills
- ◆ **Promotional Opportunities May Include:** Senior Librarians, Supervisors, Managers and Deputy Directors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$11.93 - \$19.18	\$17.62
New Hires, With Experience	\$10.00 - \$25.00	\$19.18
3 + Yrs Experience With Firm	\$12.00 - \$28.77	\$22.21
Union Wages		
New Hires, No Experience	\$17.68 - \$27.79	\$22.75
New Hires, With Experience	\$17.68 - \$30.06	\$21.61
3 + Yrs Experience With Firm	\$20.38 - \$33.11	\$25.05

*Many firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	69%	31%	19%	-	-	-
Dental	75%	25%	6%	-	6%	-
Vision	69%	25%	13%	-	-	-
Life	56%	19%	13%	-	-	-
Sick Leave	88%	31%	-	-	-	-
Vacation	88%	25%	-	-	-	-
Retirement	56%	19%	31%	6%	-	-
Child Care	-	-	6%	-	6%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	38%	19%	43%	Length: 6 - 36 months
Other Occupational Experience Accepted	15%	85%	-	Length: 12 - 36 months Type: Management
Technical or Vocational Training Required	-	100%	-	Length: N/A Type: N/A
Training Accepted in Lieu of Experience	15%	85%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Dewey Decimal system
- ◆ Library of Congress system

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Grant writing
- ◆ Effective writing
- ◆ Managing multiple priorities
- ◆ Interpersonal communication
- ◆ Planning and organizing the work of others

Physical

- ◆ Standing continuously for 2 or more hours

Technical

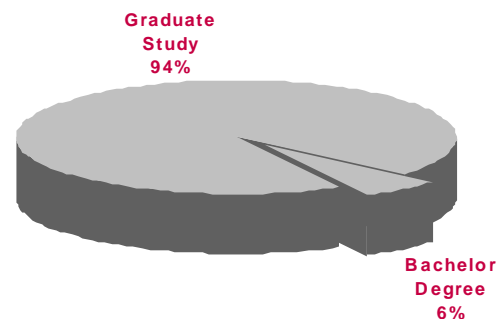
- ◆ Managing an activity or department
- ◆ Using information retrieval systems
- ◆ Using computerized reference material
- ◆ Organizing and maintaining law libraries

Computer

- ◆ Microsoft Office
- ◆ Internet

Other:

- ◆ Bilingual (Spanish)

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

LICENSED VOCATIONAL NURSES

Description: Licensed Vocational Nurses care for ill, convalescent and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.

Alternate Job Titles: LVN's, Treatment Nurses and Staff Nurses

Responding Firms: 19 - Representing 831 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Large - 14,787
- ◆ Occupation Size 2004: Large - 15,010
- ◆ Growth Rate: Slower than average - 0.51%
- ◆ Openings Due to Separations 2001 - 2004: 1,223

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	16%	47%	37%
Over Next 24 Months	5%	47%	48%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Nursing & Personal Care Facilities	30.4
Hospitals	30.0
Offices & Clinics of Medical Doctors	12.5
Home Health Care Services	10.2

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	68%
◆ Newspaper Ads	68%
◆ Walk-In Applicants	37%
◆ Internet	37%
◆ In-House Promotion or Transfer	26%
◆ School, Program Referrals	26%
◆ Colleges/Universities	11%

WORK PATTERNS

Hours: 63% full-time, averaging 40 hours weekly
11% part-time, averaging 23 hours weekly
26% temporary, averaging 27 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
84% swing shifts
79% graveyard shifts
5% other (12 hour shifts: 7-7 & 12-12)

◆ **Gender Ratio:** 90% Female 10% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	○	●

◆ **Turnover Rate:** 14% over the past 12 months

CAREER LADDERS

- ◆ 68% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Education, Licensing, Interpersonal Communication Skills, Organizational Skills, Professionalism, Job Knowledge and Supervisory Abilities
- ◆ **Promotional Opportunities May Include:** Registered Nurses, Nurse Practitioners, Hospital Liaison Nurses, Staff Developers and Clinical Coordinators

WAGES

Experience	Range	Median
New Hires, No Experience	\$13.00 - \$15.50	\$14.50
New Hires, With Experience	\$13.72 - \$17.45	\$15.25
3 + Yrs Experience With Firm	\$13.67 - \$20.00	\$16.50

*Few firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	22%	-	78%	50%	-	6%
Dental	17%	-	67%	39%	6%	11%
Vision	6%	-	56%	39%	6%	11%
Life	22%	6%	39%	39%	22%	11%
Sick Leave	56%	17%	22%	22%	6%	11%
Vacation	67%	22%	22%	17%	6%	11%
Retirement	11%	6%	56%	39%	11%	6%
Child Care	6%	-	6%	11%	22%	17%
Other	6%	6%	6%	6%	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	53%	5%	42%	Length: 3 - 36 months
Other Occupational Experience Accepted	17%	83%	-	Length: 3 - 12 months Type: Certified Nurse Assistant or Medical Assistant
Technical or Vocational Training Required	63%	21%	16%	Length: 3 - 36 months Type: Licensed Vocational Nursing Program and Certification
Training Accepted in Lieu of Experience	44%	56%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Asepsis
- ◆ Medical terminology

Skills/Abilities:**General**

- ◆ Multitasking
- ◆ Effective writing
- ◆ Record keeping
- ◆ Interpersonal/customer service

Physical

- ◆ N/A

Technical

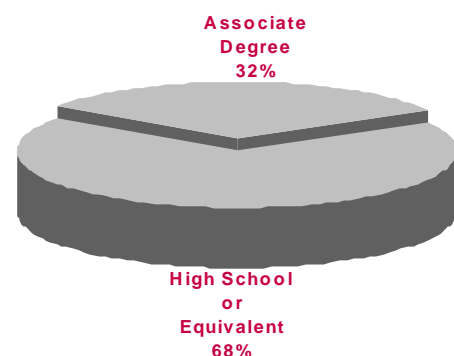
- ◆ Inhalation therapy
- ◆ Checking vital signs
- ◆ Handling crisis situations
- ◆ Detecting complications in patients
- ◆ Administering an electrocardiograph test
- ◆ Blood drawing and administering injections

Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Ventilator certification

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

LOAN AND CREDIT CLERKS

Description: Loan and Credit Clerks assemble documents, prepare papers, process applications and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports and loan documents from draft; and complete transactions between a loan establishment, borrowers and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications and notify customer of acceptance or rejection of credit. Loan Interviewers are not included.

Alternate Job Titles: Loan Processors, Loan Assistants, Credit Checkers, Lenders and Loan Specialists

Responding Firms: 25 - Representing 244 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 10,873
- ◆ Occupation Size 2004: Medium - 11,370
- ◆ Growth Rate: Much faster than average - 1.63%
- ◆ Openings Due to Separations 2001 - 2004: 1,000

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	4%	84%	12%
Over Next 24 Months	12%	60%	28%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Mortgage Bankers & Brokers	53.3
Savings Institutions	13.3
Real Estate Agents & Managers	9.7

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	76%
◆ Employee Referrals	64%
◆ In-House Promotion or Transfer	48%
◆ Internet	48%
◆ Private Employment Agencies	40%
◆ Walk-In Applicants	8%
◆ Colleges/Universities	8%

WORK PATTERNS

Hours: 92% full-time, averaging 40 hours weekly
None reported part-time employees
8% temporary, averaging 40 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
None reported swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 85% Female 15% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	●	○	○

◆ **Turnover Rate:** 19% over the past 12 months

CAREER LADDERS

- ◆ **88% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Job Knowledge, Job Proficiency, Analytical Skills, Marketing and Sales Abilities, Accounting Skills, Interpersonal and Customer Service Skills
- ◆ **Promotional Opportunities May Include:** Senior Loan Specialists, Senior Loan Processors, Supervisors, Chief Credit Officers, Underwriters, Managers and Program Coordinators

WAGES

Experience	Range	Median
New Hires, No Experience	\$8.05 - \$16.78	\$9.96
New Hires, With Experience	\$7.00 - \$17.74	\$14.38
3 + Yrs Experience With Firm	\$10.00 - \$27.04	\$17.26

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	42%	4%	58%	-	-	-
Dental	33%	4%	50%	-	4%	-
Vision	25%	4%	38%	-	-	-
Life	58%	4%	25%	-	-	-
Sick Leave	71%	4%	21%	-	-	-
Vacation	79%	4%	17%	-	-	-
Retirement	17%	-	58%	-	-	-
Child Care	-	-	-	-	8%	-
Other	4%	-	4%	-	4%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	76%	12%	12%	Length: 3 - 36 months
Other Occupational Experience Accepted	18%	82%	-	Length: 12 - 24 months Type: Banking Administration or Loan Analysis
Technical or Vocational Training Required	16%	84%	-	Length: 2 - 36 months Type: Loan Processing or Accounting
Training Accepted in Lieu of Experience	27%	73%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Banking procedures

Skills/Abilities:**General**

- ♦ Effective writing
- ♦ Record keeping
- ♦ Oral presentation
- ♦ Typing at least 45 wpm
- ♦ Working under pressure
- ♦ Public contact/customer service

Physical

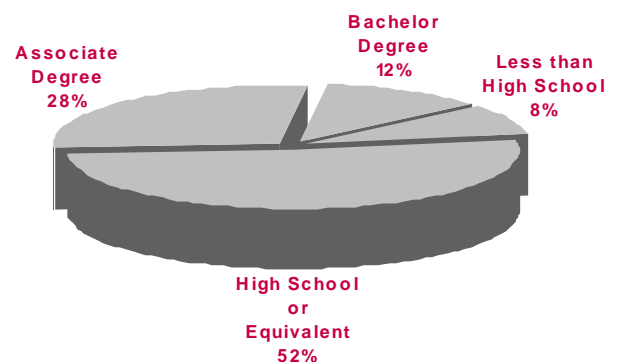
- ♦ N/A

Technical

- ♦ Business math
- ♦ Using a calculator
- ♦ Performing detailed clerical work
- ♦ Interviewing others for information

Computer

- ♦ Microsoft Office
- ♦ Loan software

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

MEDICINE AND HEALTH SERVICES MANAGERS

Description: Medicine and Health Services Managers plan, organize, direct, control or coordinate medicine and health services in establishments such as hospitals, clinics or similar organizations.

Alternate Job Titles: Administrators, Directors of Nursing, Clinical Coordinators and Clinical Managers

Responding Firms: 15 - Representing 164 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 5,686
- ◆ Occupation Size 2004: Small - 6,020
- ◆ Growth Rate: Much faster than average - 2.13%
- ◆ Openings Due to Separations 2001 - 2004: 383

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Hospitals	32.7
Offices & Clinics of Medical Doctors	30.9
Insurance Agents, Brokers & Services	7.5
Nursing & Personal Care Facilities	7.1

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	80%
◆ Employee Referrals	47%
◆ Private Employment Agencies	47%
◆ Internet	47%
◆ In-House Promotion or Transfer	40%
◆ Other (colleagues, word of mouth)	20%
◆ Walk-In Applicants	13%

WORK PATTERNS

Hours: 90% full-time, averaging 41 hours weekly
10% part-time, averaging 19 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
13% swing shifts
13% graveyard shifts

◆ **Gender Ratio:** 90% Female 10% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ 40% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Education, Experience, Business Knowledge, Budget Management Skills, Multitasking Abilities and Supervisory Skills
- ◆ **Promotional Opportunities May Include:** Clinical Directors, Directors of Nursing and Health Services Directors

WAGES

Experience	Range	Median
New Hires, No Experience	\$15.34 - \$15.34	\$15.34
New Hires, With Experience	\$17.26 - \$35.96	\$21.31
3 + Yrs Experience With Firm	\$19.18 - \$44.02	\$31.45

**No firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	-	40%	-	-	7%
Dental	47%	-	40%	-	7%	7%
Vision	40%	-	33%	-	-	7%
Life	53%	-	27%	-	7%	7%
Sick Leave	87%	7%	7%	-	7%	7%
Vacation	87%	-	7%	-	7%	7%
Retirement	47%	-	27%	-	-	-
Child Care	7%	-	-	-	13%	7%
Other	-	-	7%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	86%	7%	7%	Length: 12 - 60 months
Other Occupational Experience Accepted	29%	71%	-	Length: 24 - 60 months Type: Health Management or Clerical Administration
Technical or Vocational Training Required	47%	53%	-	Length: 6 - 48 months Type: Medical Training and Certification
Training Accepted in Lieu of Experience	14%	86%	-	Length: 6 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Health insurance
- ◆ Health department regulations
- ◆ Preventing, eradicating and controlling diseases

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Effective writing
- ◆ Management skills
- ◆ Interpersonal/customer service

Physical

- ◆ N/A

Technical

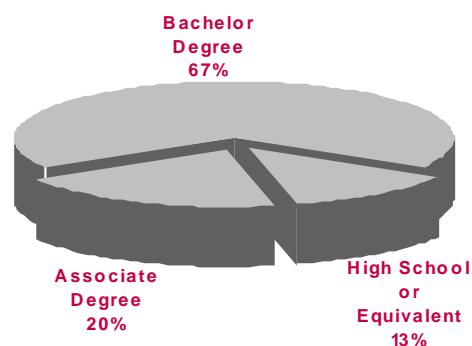
- ◆ Negotiating
- ◆ Infection control
- ◆ Interpreting policy coverage
- ◆ Following medical records control procedures

Computer

- ◆ Microsoft Office
- ◆ PowerPoint

Other:

- ◆ Willingness to travel
- ◆ Willingness to work overtime and irregular hours

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

NURSING INSTRUCTORS, POSTSECONDARY

Description: Nursing Instructors, Postsecondary demonstrate and teach patient care in classroom and clinical units to nursing students. They instruct students in the principles and application of physical, biological and psychological subjects related to nursing. They lecture, conduct and supervise laboratory experiments, issue assignments and direct seminars. They participate in planning curriculum with medical and nursing personnel, and in evaluating and improving teaching and nursing practices. They may also specialize in specific subjects such as anatomy or chemistry, or in a type of nursing activity such as nursing of surgical patients.

Alternate Job Titles: Lecturers, Professors and Instructors

Responding Firms: 19 - Representing 405 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,456
- ◆ Occupation Size 2004: Small - 1,580
- ◆ Growth Rate: Much faster than average - 3.21%
- ◆ Openings Due to Separations 2001 - 2004: 114

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	69%	26%
Over Next 24 Months	0%	42%	58%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Colleges & Universities	74.9
Hospitals	17.0

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	58%
◆ Colleges /Universities	53%
◆ Internet	42%
◆ Trade Journals	37%
◆ Employee Referrals	32%
◆ Other (hospitals, seminar contacts)	32%
◆ Walk-In Applicants	21%

WORK PATTERNS

- Hours:** 53% full-time, averaging 39 hours weekly
47% part-time, averaging 17 hours weekly
None reported temporary employees
None reported seasonal employees
- Shifts:** 100% day shifts
21% swing shifts
None reported graveyard shifts
26% other (nights, evenings and weekends)
- ◆ **Gender Ratio:** 92% Female 8% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- ◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ **63% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Education, Experience, Job Knowledge, Interpersonal Communication Skills, Managerial Skills, Research Abilities and Oral Presentation Skills
- ◆ **Promotional Opportunities May Include:** Associate Professors, Assistant Directors, Directors, Deans and Administrators

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$14.00 - \$24.93	\$22.99
3 + Yrs Experience With Firm	\$22.00 - \$33.56	\$25.94
Union Wages		
New Hires, No Experience	\$19.87 - \$59.76	\$39.82
New Hires, With Experience	\$23.65 - \$62.15	\$32.95
3 + Yrs Experience With Firm	\$27.33 - \$60.56	\$35.96

*Most firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	58%	16%	37%	26%	-	-
Dental	58%	21%	26%	5%	11%	11%
Vision	63%	21%	21%	5%	11%	11%
Life	63%	11%	16%	5%	11%	11%
Sick Leave	89%	37%	-	-	-	-
Vacation	68%	21%	-	-	-	-
Retirement	32%	11%	47%	21%	5%	11%
Child Care	-	-	-	-	11%	5%
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	90%	5%	5%	Length: 12 - 60 months
Other Occupational Experience Accepted	11%	89%	-	Length: 12 - 18 months Type: Nursing
Technical or Vocational Training Required	42%	58%	-	Length: 3 - 48 months Type: Nursing or Registered Nurse Certification
Training Accepted in Lieu of Experience	17%	83%	-	Length: 3 - 36 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Public safety issues
- ◆ Medicine and dentistry
- ◆ Chemistry and biology
- ◆ Administration and management

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral presentation
- ◆ Interpersonal communication

Physical

- ◆ N/A

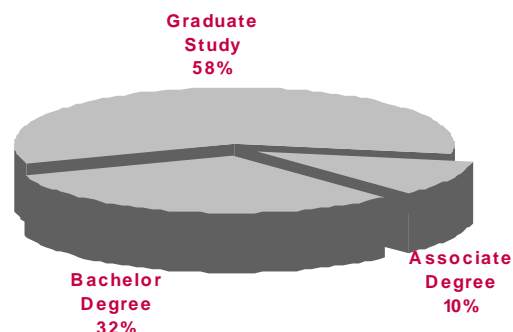
Technical

- ◆ Problem identification
- ◆ Implementation planning
- ◆ Therapy and counseling techniques
- ◆ Motivating, developing and directing people
- ◆ Using scientific methods for problem solving
- ◆ Using multiple instructional methods and training techniques

Computer

- ◆ Microsoft Office

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

ORDER FILLERS, WHOLESALE AND RETAIL SALES

Description: Wholesale and Retail Sales Order Fillers fill customers' mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Their duties include computing prices of items, completing order receipts, keeping records of out-going orders, requisitioning additional material, supplies and equipment and other related tasks. Laborers, Stock Clerks and workers whose primary duties involve weighing and checking are not included.

Alternate Job Titles: Order Desk Clerks, Customer Service Reps, Warehousemen and Order Selectors

Responding Firms: 22 - Representing 670 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ♦ Occupation Size 2001: Medium - 10,873
- ♦ Occupation Size 2004: Medium - 11,370
- ♦ Growth Rate: Much faster than average - 1.63%
- ♦ Openings Due to Separations 2001 - 2004: 1,000

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	9%	73%	18%
Over Next 24 Months	5%	63%	32%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Miscellaneous Nondurable Goods	32.9
Groceries & Related Products	14.6
Apparel, Piece Goods & Notions	7.1
Professional & Commercial Equipment	6.3
Electrical Goods	4.1

RECRUITMENT

Most Successful Recruitment Methods:

♦ Employee Referrals	77%
♦ Newspaper Ads	64%
♦ In-House Promotion or Transfer	27%
♦ Walk-In Applicants	27%
♦ Internet	23%
♦ Private Employment Agencies	18%
♦ Other (word of mouth)	18%

WORK PATTERNS

Hours: 82% full-time, averaging 45 hours weekly
18% part-time, averaging 30 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 91% day shifts
18% swing shifts
9% graveyard shifts

♦ **Gender Ratio:** 73% Female 27% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

♦ **Turnover Rate:** 27% over the past 12 months

CAREER LADDERS

- ♦ **73% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Important Qualifications for Advancement:** Experience, Product Knowledge, Sales Skills, Leadership Abilities, Customer Service Skills, Managerial Skills, Initiative, Reliability, Organizational Skills and Computer Skills
- ♦ **Promotional Opportunities May Include:** Foremen, Sales Reps, Office Administrators, Supervisors and Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$7.00 - \$11.51	\$9.00
New Hires, With Experience	\$8.00 - \$15.00	\$11.72
3 + Yrs Experience With Firm	\$9.00 - \$16.78	\$14.16

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	45%	-	50%	5%	-	-
Dental	32%	-	45%	5%	5%	-
Vision	18%	-	36%	5%	-	-
Life	50%	5%	14%	-	-	-
Sick Leave	77%	5%	5%	-	-	-
Vacation	82%	5%	5%	-	-	-
Retirement	36%	-	14%	-	5%	-
Child Care	-	-	-	-	9%	5%
Other	5%	-	14%	5%	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	36%	9%	55%	Length: 6 - 60 months
Other Occupational Experience Accepted	50%	50%	-	Length: 6 - 36 months Type: Warehousing, Manufacturing, Sales, Clerical or Customer Service
Technical or Vocational Training Required	18%	77%	5%	Length: 6 - 12 months Type: Retail, Customer Relations or Computer Training
Training Accepted in Lieu of Experience	25%	75%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Inventory techniques

Skills/Abilities:**General**

- ♦ Data entry
- ♦ Basic math
- ♦ Effective writing
- ♦ Record keeping
- ♦ Attention to detail
- ♦ Telephone answering
- ♦ Interpersonal communication
- ♦ Reading and following instructions

Physical

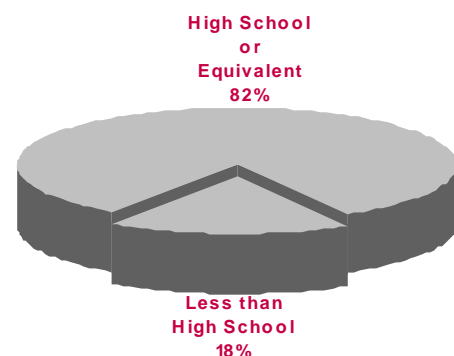
- ♦ Lifting at least 50 lbs. repeatedly

Technical

- ♦ Operating a fork lift
- ♦ Requisitioning supplies

Computer

- ♦ Microsoft Office
- ♦ PowerPoint

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PACKAGING AND FILLING MACHINE OPERATORS AND TENDERS

Description: Packaging and Filling Machine Operators and Tenders operate or tend machines, such as filling machines, casing running machines, ham rolling machines, preservative filling machines, baling machines, wrapping machines and stuffing machines to prepare industrial or consumer products such as gas cylinders, meat and other food products, tobacco, insulation, ammunition, stuffed toys, athletic equipment and upholstered pads as end products or for storage and shipment.

Alternate Job Titles: Packers, Machine Operators, Loaders and Dumpers

Responding Firms: 16 - Representing 1,455 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Large - 19,216
- ◆ Occupation Size 2004: Large - 20,870
- ◆ Growth Rate: Much faster than average - 3.24%
- ◆ Openings Due to Separations 2001 - 2004: 1,977

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	12%	25%	63%
Over Next 24 Months	6%	69%	25%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Personnel Supply Services	13.0
Preserved Fruits & Vegetables	11.2
Miscellaneous Food & Kindred Products	8.9
Miscellaneous Business Services	7.3
Soap, Cleaners & Toilet Goods	6.1

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	75%
◆ Newspaper Ads	50%
◆ In-House Promotion or Transfer	44%
◆ Walk-In Applicants	38%
◆ Private Employment Agencies	25%
◆ Internet	19%
◆ Other (agency workers)	13%

WORK PATTERNS

Hours: 99% full-time, averaging 39 hours weekly
None reported part-time employees
1% temporary, averaging 40 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
63% swing shifts
31% graveyard shifts

◆ **Gender Ratio:** 52% Female 48% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ 75% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Experience, Job Knowledge, Productivity, Work Quality, Organizational Skills, Safety Awareness, Initiative and Supervisory Skills
- ◆ **Promotional Opportunities May Include:** Material Handlers, Assembly Workers, Technical Operators, Crew Leaders, Supervisors and Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.25 - \$16.00	\$8.60
New Hires, With Experience	\$6.25 - \$14.00	\$8.50
3 + Yrs Experience With Firm	\$6.25 - \$20.00	\$11.50
*Few firms surveyed were unionized		

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	19%	-	75%	-	-	-
Dental	19%	-	63%	-	6%	-
Vision	19%	-	50%	-	6%	-
Life	50%	-	19%	-	-	-
Sick Leave	44%	-	25%	-	-	-
Vacation	75%	-	19%	-	-	-
Retirement	38%	-	19%	-	-	-
Child Care	-	-	6%	-	-	-
Other	-	-	13%	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	18%	44%	38%	Length: 3 - 12 months
Other Occupational Experience Accepted	44%	56%	-	Length: 6 - 12 months Type: Shipping/Receiving or Manufacturing
Technical or Vocational Training Required	6%	88%	6%	Length: 3 months Type: Forklift Training
Training Accepted in Lieu of Experience	67%	33%	-	Length: 3 - 6 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Equipment

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Legible writing
- ♦ Attention to detail
- ♦ Oral communication
- ♦ Reading and following instructions

Physical

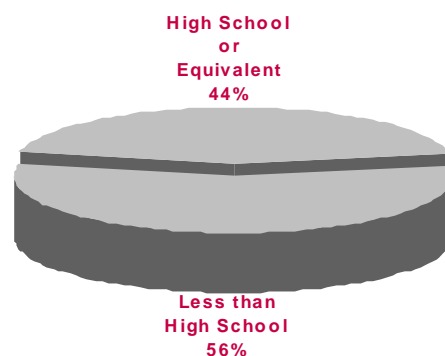
- ♦ Standing continuously for 2 or more hours
- ♦ Lifting at least 50 lbs. or more repeatedly

Technical

- ♦ Mechanical aptitude

Computer

- ♦ Excel

EDUCATION**AVAILABLE TRAINING & EDUCATION**

No training provider information is currently available for this occupation.

PARALEGAL PERSONNEL

Description: Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Alternate Job Titles: Legal Assistants, Case Clerks and Case Assistants

Responding Firms: 19 - Representing 249 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 4,471
- ◆ Occupation Size 2004: Small - 5,020
- ◆ Growth Rate: Much faster than average - 4.89%
- ◆ Openings Due to Separations 2001 - 2004: 137

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	21%	47%	32%
Over Next 24 Months	0%	58%	42%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Legal Services	88.9

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employees Referrals	58%
◆ Private Employment Agencies	58%
◆ Newspaper Ads	53%
◆ School, Program Referrals	37%
◆ Internet	32%
◆ Colleges/Universities	32%
◆ In-House Promotion or Transfer	16%

WORK PATTERNS

Hours: 91% full-time, averaging 38 hours weekly
 3% part-time, averaging 20 hours weekly
 6% temporary, averaging 40 hours weekly
 None reported seasonal employees

Shifts: 100% day shifts
 None reported swing shifts
 None reported graveyard shifts

◆ **Gender Ratio:** 73% Female 27% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ 37% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Job Knowledge, Experience, Database Management, Litigation Skills, Education and Prosecution Knowledge
- ◆ **Promotional Opportunities May Include:** Senior Paralegals, Paralegal Supervisors, Managers and Coordinators

WAGES

Experience	Range	Median
New Hires, No Experience	\$12.79 - \$15.00	\$13.92
New Hires, With Experience	\$14.89 - \$25.23	\$19.18
3 + Yrs Experience With Firm	\$16.15 - \$33.31	\$23.01

**No firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	-	33%	-	-	-
Dental	56%	-	17%	-	22%	-
Vision	28%	-	22%	-	6%	-
Life	83%	-	11%	6%	-	-
Sick Leave	89%	-	11%	-	-	-
Vacation	94%	-	6%	6%	-	-
Retirement	56%	6%	28%	6%	11%	-
Child Care	6%	-	17%	6%	6%	6%
Other	11%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	78%	11%	11%	Length: 6 - 60 months
Other Occupational Experience Accepted	12%	88%	-	Length: 36 - 60 months Type: Claims
Technical or Vocational Training Required	37%	58%	5%	Length: 6 - 24 months Type: American Bar Association Approved Training and Certification
Training Accepted in Lieu of Experience	24%	76%	-	Length: 6 - 36 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Legal terms
- ◆ Court proceedings
- ◆ West law and corporate law

Skills/Abilities:**General**

- ◆ Effective writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Working under pressure
- ◆ Reading and comprehending information quickly

Physical

- ◆ N/A

Technical

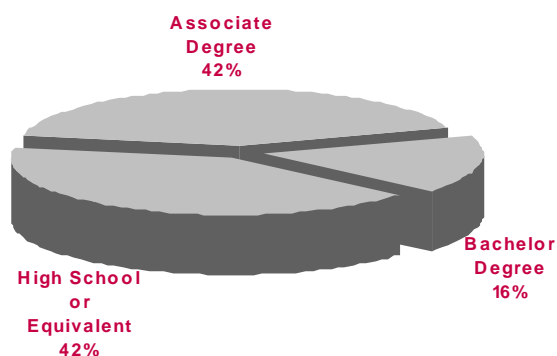
- ◆ Internet research
- ◆ Investigative research

Computer

- ◆ Microsoft Office
- ◆ Filemaker Pro
- ◆ Lotus
- ◆ Adobe

Other:

- ◆ Possession of a law degree/certification

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PARKING ENFORCEMENT OFFICERS

Description: Parking Enforcement Officers patrol assigned area, such as public parking lot or section of city to issue tickets to overtime parking violators and illegally parked vehicles.

Alternate Job Titles: Parking Control Officers, Parking Control Technicians, Municipal Services Officers, Community Services Officers and Traffic Officers

Responding Firms: 19 - Representing 679 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 501
- ◆ Occupation Size 2004: Small - 510
- ◆ Growth Rate: Average - 0.59%
- ◆ Openings Due to Separations 2001 - 2004: 171

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	69%	26%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Local Government, except Hospital & Education	100.0

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	79%
◆ Employee Referrals	37%
◆ In-House Promotion or Transfer	32%
◆ Walk-In Applicants	32%
◆ Internet	26%
◆ Trade Journals	16%
◆ Employment Development Department	11%

WORK PATTERNS

Hours: 95% full-time, averaging 40 hours weekly
5% part-time, averaging 24 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 95% day shifts
47% swing shifts
32% graveyard shifts
5% other (three 12 hour days)

◆ **Gender Ratio:** 48% Female 52% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ 58% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Experience, Training, Effective Writing Skills, Customer Service Skills, Organizational Skills, Record Keeping Skills and Good Judgement
- ◆ **Promotional Opportunities May Include:** Senior Parking Technicians, Supervisors, Managers and Police Officers

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$11.55 - \$15.99	\$13.13
New Hires, With Experience	\$11.98 - \$16.08	\$15.06
3 + Yrs Experience With Firm	\$14.56 - \$19.86	\$16.26
Union Wages		
New Hires, No Experience	\$7.53 - \$17.01	\$14.53
New Hires, With Experience	\$11.80 - \$17.01	\$14.16
3 + Yrs Experience With Firm	\$12.69 - \$22.28	\$16.14

**Most firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	63%	-	16%	11%	-	5%
Dental	68%	-	11%	11%	-	5%
Vision	74%	-	-	11%	5%	5%
Life	74%	-	-	11%	-	-
Sick Leave	79%	-	-	11%	-	-
Vacation	79%	-	-	11%	-	-
Retirement	79%	5%	-	11%	-	5%
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	11%	63%	26%	Length: 6 - 12 months
Other Occupational Experience Accepted	43%	57%	-	Length: 12 months Type: Security, Public Relations or Clerical
Technical or Vocational Training Required	5%	95%	-	Length: 3 months Type: Technical Training
Training Accepted in Lieu of Experience	57%	43%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Public safety and security
- ♦ Law, government and jurisprudence

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Active listening
- ♦ Effective writing
- ♦ Time management
- ♦ Interpersonal communication

Physical

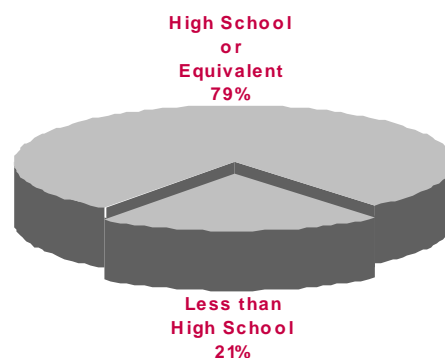
- ♦ N/A

Technical

- ♦ Problem identification
- ♦ Information gathering
- ♦ Monitoring gauges, dials or other indicators
- ♦ Controlling operations of equipment or systems

Computer

- ♦ Microsoft Office
- ♦ Operating a hand held computer

EDUCATION**AVAILABLE TRAINING & EDUCATION**

No training provider information is currently available for this occupation.

PHARMACISTS

Description: Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

Alternate Job Titles: N/A

Responding Firms: 16 - Representing 122 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 5,007
- ◆ Occupation Size 2004: Small - 5,170
- ◆ Growth Rate: Faster than average - 1.13%
- ◆ Openings Due to Separations 2001 - 2004: 543

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	81%	19%
Over Next 24 Months	0%	81%	19%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Drug Stores & Proprietary Stores	45.6
Hospitals	32.3

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	75%
◆ Employee Referrals	63%
◆ Colleges/Universities	44%
◆ Internet	19%
◆ In-House Promotion or Transfer	13%
◆ Walk-In Applicants	13%
◆ School, Program Referrals	6%

WORK PATTERNS

Hours: 45% full-time, averaging 41 hours weekly
 25% part-time, averaging 16 hours weekly
 30% temporary, averaging 16 hours weekly
 None reported seasonal employees

Shifts: 100% day shifts
 31% swing shifts
 19% graveyard shifts
 13% other (evening, on-call)

◆ **Gender Ratio:** 43% Female 57% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 7% over the past 12 months

CAREER LADDERS

- ◆ 44% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Experience, Job Knowledge, Accuracy, Communication Skills, Supervisory Skills and Conflict Management Skills
- ◆ **Promotional Opportunities May Include:** Charge Pharmacists, Pharmacist Managers and District Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$26.37 - \$40.00	\$37.05
New Hires, With Experience	\$30.00 - \$43.00	\$38.17
3 + Yrs Experience With Firm	\$36.23 - \$46.00	\$41.24

*Few firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	63%	-	31%	13%	6%	6%
Dental	13%	-	31%	13%	6%	6%
Vision	25%	-	25%	13%	-	6%
Life	19%	-	6%	6%	13%	13%
Sick Leave	56%	6%	6%	6%	-	6%
Vacation	81%	6%	6%	6%	6%	6%
Retirement	38%	-	25%	6%	6%	13%
Child Care	-	-	6%	6%	6%	6%
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	56%	19%	25%	Length: 6 - 36 months
Other Occupational Experience Accepted	15%	85%	-	Length: 12 months Type: Pharmacist Internship
Technical or Vocational Training Required	37%	63%	-	Length: 12 - 48 months Type: Pharmacist Training and License
Training Accepted in Lieu of Experience	8%	92%	-	Length: 3 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Health insurance
- ◆ Common illnesses
- ◆ Inventory techniques
- ◆ Radioactive pharmaceuticals
- ◆ Over-the-counter medications
- ◆ Medi-Cal and medicare rules and regulations

Skills/Abilities:**General**

- ◆ Effective writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Judgement and decision making

Physical

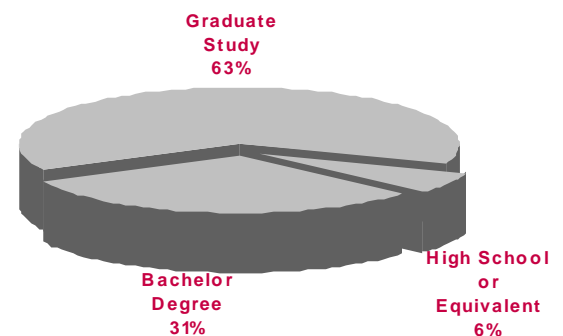
- ◆ Good vision

Technical

- ◆ Performing precision work
- ◆ Calculating weights and measurements

Computer

- ◆ Word
- ◆ Excel
- ◆ PDX
- ◆ RX pharmacy systems

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PHARMACY TECHNICIANS

Description: Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Alternate Job Titles: Technicians

Responding Firms: 15 - Representing 85 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 3,521
- ◆ Occupation Size 2004: Small - 3,740
- ◆ Growth Rate: Much faster than average - 2.26%
- ◆ Openings Due to Separations 2001 - 2004: 337

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	87%	13%
Over Next 24 Months	0%	73%	27%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Drug Stores & Proprietary Stores	77.8

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	67%
◆ Employee Referrals	53%
◆ School, Program Referrals	27%
◆ Internet	27%
◆ Walk-In Applicants	20%
◆ Colleges/Universities	20%
◆ In-House Promotion or Transfer	13%

WORK PATTERNS

Hours: 85% full-time, averaging 40 hours weekly
6% part-time, averaging 22 hours weekly
9% temporary, averaging 19 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
40% swing shifts
13% graveyard shifts
7% other (evenings)

◆ **Gender Ratio:** 73% Female 27% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

◆ **Turnover Rate:** 11% over the past 12 months

CAREER LADDERS

- ◆ 33% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Job Knowledge, Interpersonal Skills, Accuracy and Leadership Abilities
- ◆ **Promotional Opportunities May Include:** Lead Pharmacy Technicians, Assistant Managers and Pharmacy Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$8.00 - \$14.38	\$11.51
New Hires, With Experience	\$9.00 - \$15.82	\$12.00
3 + Yrs Experience With Firm	\$10.00 - \$17.26	\$14.38

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	64%	14%	29%	-	7%	-
Dental	14%	7%	21%	-	14%	-
Vision	14%	7%	14%	-	7%	-
Life	14%	-	7%	-	14%	-
Sick Leave	57%	7%	7%	-	-	-
Vacation	86%	14%	7%	-	7%	-
Retirement	50%	7%	14%	-	7%	-
Child Care	-	-	7%	-	7%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	47%	20%	33%	Length: 6 - 24 months
Other Occupational Experience Accepted	17%	83%	-	Length: 6 months Type: Medical or Retail Field
Technical or Vocational Training Required	53%	40%	7%	Length: 6 - 24 months Type: Pharmacy Technician Program and Certification
Training Accepted in Lieu of Experience	75%	25%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Insurance forms
- ◆ Chemical compounds
- ◆ Sterilization techniques

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Customer service
- ◆ Attention to detail
- ◆ Oral communication
- ◆ Typing at least 30 wpm

Physical

- ◆ Lifting at least 40 lbs. repeatedly

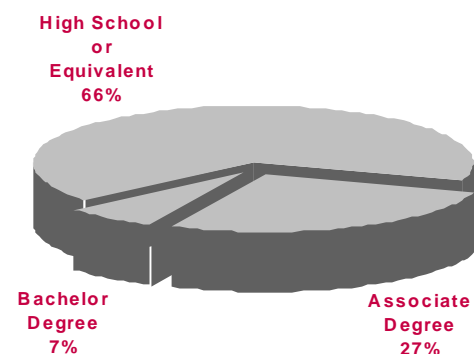
Technical

- ◆ Calculating weights and measurements
- ◆ Following government regulations and reporting requirements

Computer

- ◆ Word
- ◆ Excel
- ◆ PDX
- ◆ RX pharmacy systems

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

Description: Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air or other liquid or gases. Plumbers and pipefitters who primarily install and repair heating, air conditioning and refrigeration systems are not included.

Alternate Job Titles: Service Pipe Technicians, Fabricators, Iron Workers, Journeymen, Sprinkler Fitters and Sprinkler Installers

Responding Firms: 16 - Representing 597 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 7,561
- ◆ Occupation Size 2004: Medium - 8,020
- ◆ Growth Rate: Much faster than average - 2.20%
- ◆ Openings Due to Separations 2001 - 2004: 354

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	44%	50%
Over Next 24 Months	19%	56%	25%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Plumbing, Heating & Air Conditioning	65.0
Local Government, except Hospital & Education	5.6
Miscellaneous Special Trade Contractors	4.4

RECRUITMENT

Most Successful Recruitment Methods:

◆ Union Hall Referrals	63%
◆ Employee Referrals	56%
◆ Walk-In Applicants	38%
◆ Newspaper Ads	31%
◆ In-House Promotion or Transfer	19%
◆ School, Program Referrals	6%
◆ Private Employment Agencies	6%

WORK PATTERNS

Hours: 100% full-time, averaging 40 hours weekly
None reported part-time employees
None reported temporary employees
None reported seasonal employees

Shifts: 94% day shifts
None reported swing shifts
None reported graveyard shifts
6% other (on-call)

◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ◆ 56% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Experience, Job Knowledge, Good Judgement, Apprenticeship, Supervisory Skills, Communication Skills and Mechanical Ability
- ◆ **Promotional Opportunities May Include:** Foremen, Journeymen and Supervisors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$8.00 - \$8.50	\$8.50
New Hires, With Experience	\$8.50 - \$22.00	\$11.50
3 + Yrs Experience With Firm	\$12.00 - \$27.00	\$21.68
Union Wages		
New Hires, No Experience	\$10.06 - \$10.06	\$10.06
New Hires, With Experience	\$9.00 - \$30.48	\$14.03
3 + Yrs Experience With Firm	\$16.05 - \$38.00	\$28.17

**Most firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	81%	-	19%	-	-	-
Dental	75%	-	19%	-	-	-
Vision	69%	-	13%	-	-	-
Life	63%	-	-	-	6%	-
Sick Leave	50%	-	-	-	-	-
Vacation	75%	-	6%	-	6%	-
Retirement	56%	-	-	-	-	-
Child Care	6%	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	74%	13%	13%	Length: 3 - 60 months
Other Occupational Experience Accepted	7%	93%	-	Length: 3 months Type: Mechanical
Technical or Vocational Training Required	12%	88%	-	Length: 24 months Type: Plumbing Certification
Training Accepted in Lieu of Experience	43%	57%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Building codes

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Legible writing
- ◆ Interpersonal communication
- ◆ Reading and following instructions

Physical

- ◆ Operating hand tools
- ◆ Lifting at least 50 lbs. repeatedly

Technical

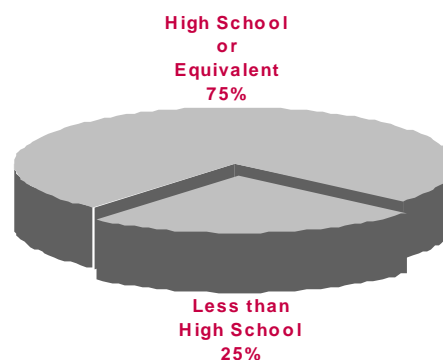
- ◆ Pipefitting
- ◆ Soldering
- ◆ Cost estimating
- ◆ Reading blueprints
- ◆ Gas and arc welding

Computer

- ◆ Microsoft Office

Other:

- ◆ Ability to provide own hand tools
- ◆ Possession of a reliable vehicle
- ◆ Possession of a good driving record

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

Description: Property and Real Estate Managers and Administrators plan, organize, direct, control or coordinate real estate property management, purchase, sales and leasing activities. Their work involves management of buildings or properties, management of real estate buying and selling activities for clients or employers, and management of rented or leased housing units, buildings or land (including rights-of-way). Workers whose duties are not primarily managerial or who are engaged primarily in direct buying or selling of real estate are not included.

Alternate Job Titles: Apartment Managers, Building/Facilities Managers, Tenant Managers, Resident Managers and Portfolio Managers

Responding Firms: 15 - Representing 917 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 5,320
- ◆ Occupation Size 2004: Small - 5,680
- ◆ Growth Rate: Much faster than average - 2.49%
- ◆ Openings Due to Separations 2001 - 2004: 274

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	60%	40%
Over Next 24 Months	0%	60%	40%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Real Estate Agents & Managers	53.6
Real Estate Operators & Lessors	37.3

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	73%
◆ Employee Referrals	60%
◆ In-House Promotion or Transfer	40%
◆ Internet	40%
◆ Walk-In Applicants	27%
◆ Other (professional reference)	20%
◆ Private Employment Agencies	13%

WORK PATTERNS

- Hours:** 47% full-time, averaging 40 hours weekly
53% part-time, averaging 12 hours weekly
None reported temporary employees
None reported seasonal employees
- Shifts:** 87% day shifts
7% swing shifts
None reported graveyard shifts
13% other (living on site & choose own schedule)
- ◆ **Gender Ratio:** 59% Female 41% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

- ◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **60% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Accounting Skills, Leadership Ability, Organizational Skills, Public Relations Skills and Knowledge of Real Estate Law
- ◆ **Promotional Opportunities May Include:** Leasing Agents, Director of Operations, Quality Controllers, Regional Managers and Vice Presidents

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.25 - \$8.00	\$7.00
New Hires, With Experience	\$6.25 - \$25.29	\$14.38
3 + Yrs Experience With Firm	\$8.00 - \$38.36	\$15.82

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	47%	-	33%	7%	-	-
Dental	20%	-	33%	7%	-	-
Vision	13%	-	27%	7%	-	-
Life	40%	13%	13%	-	-	-
Sick Leave	67%	7%	7%	-	-	-
Vacation	80%	7%	-	-	-	-
Retirement	27%	-	20%	7%	-	-
Child Care	-	7%	7%	-	7%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	60%	20%	20%	Length: 3 - 60 months
Other Occupational Experience Accepted	33%	67%	-	Length: 3 - 12 months Type: Accounting, General or Financial Office
Technical or Vocational Training Required	20%	80%	-	Length: 3 - 24 months Type: Building Maintenance or Real Estate
Training Accepted in Lieu of Experience	25%	75%	-	Length: 3 - 36 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Selection procedures
- ◆ Escrow and title functions
- ◆ Sales contract preparations

Skills/Abilities:**General**

- ◆ Effective writing
- ◆ Problem solving
- ◆ Interpersonal communication
- ◆ Planning and organizing the work of others

Physical

- ◆ N/A

Technical

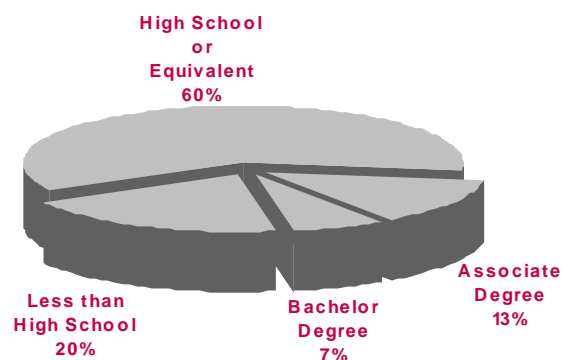
- ◆ Business math
- ◆ Client relations/marketing
- ◆ Negotiating property leases
- ◆ Managing credit and collections

Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Bondable
- ◆ Possession of a California real estate sales license

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PURCHASING MANAGERS

Description: Purchasing Managers plan, organize, direct, control or coordinate the activities of buyers, purchasing officers and related workers involved in purchasing materials, products or services. Wholesale or retail trade merchandising managers are included.

Alternate Job Titles: Purchasing Representatives, Procurement Managers and Buyers

Responding Firms: 20 - Representing 87 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 6,480
- ◆ Occupation Size 2004: Medium - 6,660
- ◆ Growth Rate: Average - 0.95%
- ◆ Openings Due to Separations 2001 - 2004: 560

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	15%	75%	10%
Over Next 24 Months	10%	75%	15%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Machinery, Equipment & Supplies	5.9
Electrical Goods	4.9
Miscellaneous Durable Goods	4.7
Groceries & Related Products	4.6
Professional & Commercial Equipment	4.2

RECRUITMENT

Most Successful Recruitment Methods:

◆ In-House Promotion or Transfer	75%
◆ Newspaper Ads	60%
◆ Employee referrals	35%
◆ Internet	35%
◆ Private Employment Agencies	10%
◆ Trade Journals	10%
◆ Other (word of mouth)	10%

WORK PATTERNS

Hours: 98% full-time, averaging 42 hours weekly
2% part-time, averaging 27 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
None reported swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 30% Female 70% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ 55% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Experience, Product and Job Knowledge, Customer and Employee Relations, Organizational Skills, Performance, Dependability, Continuous Learning and Managerial Skills
- ◆ **Promotional Opportunities May Include:** Senior Buyers, Team Leaders, Managers and Directors

WAGES

Experience	Range	Median
New Hires, No Experience	\$7.00 - \$11.99	\$10.60
New Hires, With Experience	\$7.50 - \$28.77	\$13.90
3 + Yrs Experience With Firm	\$9.00 - \$41.23	\$18.97

***No firms surveyed were unionized**

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	-	40%	5%	-	-
Dental	45%	-	35%	5%	5%	-
Vision	20%	-	40%	5%	-	-
Life	65%	-	10%	5%	-	-
Sick Leave	70%	-	5%	5%	5%	-
Vacation	90%	-	5%	5%	-	-
Retirement	45%	-	5%	-	5%	-
Child Care	-	-	5%	-	5%	5%
Other	10%	-	25%	5%	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	65%	15%	20%	Length: 12 - 60 months
Other Occupational Experience Accepted	29%	71%	-	Length: 12 - 60 months Type: Merchandising, Clerical Planning, Retail Management or Supplier Management
Technical or Vocational Training Required	10%	90%	-	Length: 24 months Type: Business or Manufacturing
Training Accepted in Lieu of Experience	18%	82%	-	Length: 6 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Contract law
- ◆ Selection procedures
- ◆ Vendors and suppliers
- ◆ Supplies and equipment procured

Skills/Abilities:**General**

- ◆ Effective writing
- ◆ Oral presentation
- ◆ Working under pressure
- ◆ Interpersonal communication
- ◆ Planning and organizing the work of others

Physical

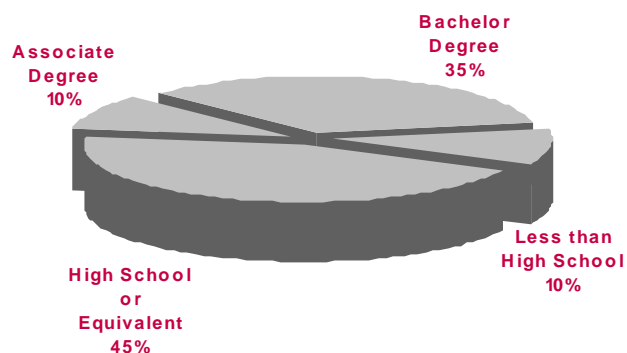
- ◆ N/A

Technical

- ◆ Negotiating
- ◆ Business math
- ◆ Motivating others
- ◆ Assessing and analyzing market conditions

Computer

- ◆ Microsoft Office
- ◆ PowerPoint
- ◆ Internet

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

REGISTERED NURSES

Description: Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Nursing Instructors and Teachers are not included.

Alternate Job Titles: RN's, Charge Nurses and Staff Nurses

Responding Firms: 17 - Representing 2,710 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Very large - 52,740
- ◆ Occupation Size 2004: Very large - 54,720
- ◆ Growth Rate: Faster than average - 1.31%
- ◆ Openings Due to Separations 2001 - 2004: 3,257

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	24%	47%	29%
Over Next 24 Months	12%	41%	47%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Hospitals	63.1
Home Health Care Services	7.8
Offices & Clinics of Medical Doctors	7.7

RECRUITMENT

Most Successful Recruitment Methods:

◆ Newspaper Ads	76%
◆ Employee Referrals	65%
◆ Internet	35%
◆ In-House Promotion or Transfer	35%
◆ Walk-In Applicants	29%
◆ Private Employment Agencies	12%
◆ School, Program Referrals	12%

WORK PATTERNS

Hours: 61% full-time, averaging 39 hours weekly
 21% part-time, averaging 23 hours weekly
 18% temporary, averaging 21 hours weekly
 None reported seasonal employees

Shifts: 94% day shifts
 59% swing shifts
 47% graveyard shifts
 12% other (on-call)

◆ **Gender Ratio:** 93% Female 7% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	○	●
Inexperienced	○	○	●

◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ **82% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Education, Supervisory Skills, Communication Skills, Quality of Service, Job Knowledge, Organizational Skills, Writing Skills and Clinical Experience
- ◆ **Promotional Opportunities May Include:** Staff RNs II and III, Nurse Practitioners, Team Leaders, Nursing Supervisors, Clinical Managers, Department Managers, Assistant Directors of Nursing, Directors of Nursing and Consultants

WAGES

Experience	Range	Median
New Hires, No Experience	\$17.50 - \$20.60	\$20.00
New Hires, With Experience	\$19.50 - \$26.20	\$22.00
3 + Yrs Experience With Firm	\$21.00 - \$30.00	\$25.00

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%	6%	71%	35%	-	6%
Dental	24%	12%	59%	18%	6%	12%
Vision	6%	-	41%	24%	12%	12%
Life	35%	12%	35%	24%	18%	12%
Sick Leave	53%	24%	24%	6%	6%	12%
Vacation	76%	24%	18%	6%	6%	12%
Retirement	24%	12%	47%	29%	12%	6%
Child Care	6%	-	-	6%	18%	12%
Other	6%	6%	12%	6%	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	47%	12%	41%	Length: 3 - 24 months
Other Occupational Experience Accepted	7%	93%	-	Length: 12 months Type: Acute Care
Technical or Vocational Training Required	53%	35%	12%	Length: 6 - 48 months Type: License in Registered Nursing
Training Accepted in Lieu of Experience	40%	60%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Insurance forms
- ◆ Medical terminology

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Multitasking
- ◆ Effective writing
- ◆ Record keeping
- ◆ Interpersonal/customer service
- ◆ Planning and organizing the work of others

Physical

- ◆ N/A

Technical

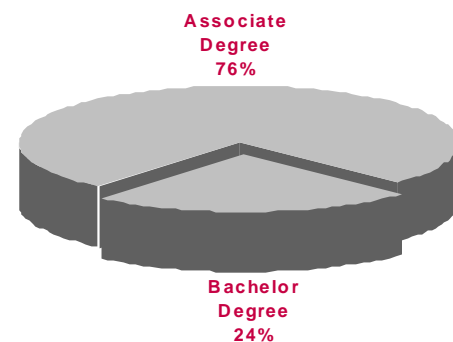
- ◆ Intensive care treatment
- ◆ Handling crisis situations
- ◆ Providing personal service to patients

Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ RN Certificate
- ◆ Clinical training

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

SOCIAL WORKERS

Description: Social Workers, (except Medical and Psychiatric) counsel and aid individuals and families requiring social service assistance. Community Organization Social Workers who plan, organize and work with community groups to solve problems are included. Workers who are primarily Medical, Psychiatric or Chemical Dependency Social Workers are not included.

Alternate Job Titles: Case Managers, Counselors, Service Coordinators and Family Services Associates

Responding Firms: 15 - Representing 319 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 8,813
- ◆ Occupation Size 2004: Medium - 9,250
- ◆ Growth Rate: Much faster than average - 1.77%
- ◆ Openings Due to Separations 2001 - 2004: 423

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	53%	47%
Over Next 24 Months	0%	40%	60%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Local Government, except Hospital & Education	29.0
Individual & Family Services	25.3
State Government, except Hospital & Education	10.0
Residential Care	8.8
Elementary & Secondary Schools	5.3

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	53%
◆ In-House Promotion or Transfer	47%
◆ Internet	40%
◆ Newspaper Ads	33%
◆ Colleges/Universities	33%
◆ Private Employment Agencies	13%
◆ Other (flyers)	13%

WORK PATTERNS

Hours: 84% full-time, averaging 39 hours weekly
16% part-time, averaging 23 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
20% swing shifts
13% graveyard shifts

◆ **Gender Ratio:** 75% Female 25% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

◆ **Turnover Rate:** 11% over the past 12 months

CAREER LADDERS

- ◆ **80% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Education, Clinical Skills, Counseling Abilities, Knowledge of Group Dynamics, Managerial Skills, Organizational Skills and Initiative
- ◆ **Promotional Opportunities May Include:** Supervisors, Program Managers, Coordinators, Assistant Directors and Directors

WAGES

Experience	Range	Median
New Hires, No Experience	\$7.50 - \$17.66	\$11.65
New Hires, With Experience	\$7.00 - \$22.00	\$11.99
3 + Yrs Experience With Firm	\$10.00 - \$19.90	\$13.59

*Few firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	7%	20%	13%	-	-
Dental	67%	7%	13%	7%	-	-
Vision	53%	-	13%	7%	-	-
Life	60%	7%	-	7%	-	-
Sick Leave	80%	13%	-	7%	-	-
Vacation	80%	13%	-	7%	-	-
Retirement	60%	7%	7%	7%	7%	-
Child Care	-	-	-	-	7%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	73%	-	27%	Length: 12 - 36 months
Other Occupational Experience Accepted	47%	53%	-	Length: 12 months Type: Child Care Worker, Counselor or Family Service Worker
Technical or Vocational Training Required	13%	87%	-	Length: 4 - 6 months Type: Technical or Vocational
Training Accepted in Lieu of Experience	40%	60%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Veteran services
- ♦ Court proceedings
- ♦ Multicultural issues
- ♦ Developmental disabilities
- ♦ Protective services for children and adults

Skills/Abilities:**General**

- ♦ Effective writing
- ♦ Record keeping
- ♦ Interpersonal communication

Physical

- ♦ N/A

Technical

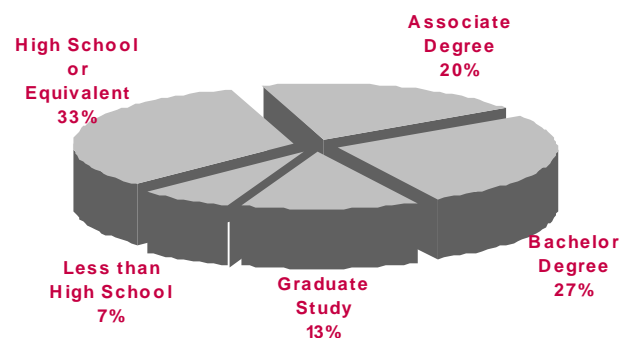
- ♦ Vocational counseling
- ♦ Managing crisis situations
- ♦ Interviewing and information gathering
- ♦ Applying complex rules and regulations

Computer

- ♦ Microsoft Office

Other:

- ♦ Possession of a clean police record
- ♦ Possession of a valid driver's license

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

STEVEDORES - EXCEPT EQUIPMENT OPERATORS

Description: Stevedores, except Equipment Operators, manually load and unload ship cargo; stack cargo in transit shed or in hold of ship using pallet or cargo board; attach and move slings to lift cargo; and guide load lift. Workers who primarily load and unload ship cargo using power equipment, such as power winches, cranes and lift trucks are not included; they are reported as Longshore Equipment Operators.

Alternate Job Titles: Terminal Workers, Crane Operators, Side Loaders and Tanker Men

Responding Firms: 15 - Representing 1,209 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 3,711
- ◆ Occupation Size 2004: Small - 4,320
- ◆ Growth Rate: Much faster than average - 7.00%
- ◆ Openings Due to Separations 2001 - 2004: 640

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	27%	33%	40%
Over Next 24 Months	0%	33%	67%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Water Transportation Services	99.0

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	67%
◆ In-House Promotion or Transfer	40%
◆ Union Hall	40%
◆ Newspaper Ads	27%
◆ Colleges/Universities	20%
◆ Walk-In Applicants	13%
◆ Other (industry transfers, word of mouth)	13%

WORK PATTERNS

- Hours:** 84% full-time, averaging 48 hours weekly
 1% part-time, averaging 29 hours weekly
 2% temporary, averaging 30 hours weekly
 13% seasonal, averaging 50 hours weekly
- Shifts:** 100% day shifts
 87% swing shifts
 67% graveyard shifts
 13% other (24 hour operation, as needed)
- ◆ **Gender Ratio:** 6% Female 94% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- ◆ **Turnover Rate:** 2% over the past 12 months

CAREER LADDERS

- ◆ 67% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Equipment Knowledge, Education, Experience, Interpersonal Communication Skills, Organizational Skills, Supervisory Abilities and Reliability
- ◆ **Promotional Opportunities May Include:** Yard Foremen, Supervisors, Assistant Managers, Managers and Directors

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$6.25 - \$23.97	\$8.80
New Hires, With Experience	\$6.25 - \$28.77	\$17.26
3 + Yrs Experience With Firm	\$7.00 - \$31.16	\$19.18
Union Wages		
New Hires, No Experience	\$8.50 - \$19.66	\$19.18
New Hires, With Experience	\$9.00 - \$26.34	\$21.34
3 + Yrs Experience With Firm	\$12.00 - \$31.45	\$23.64

*Many firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	64%	7%	36%	-	-	-
Dental	64%	7%	21%	-	-	-
Vision	50%	7%	21%	-	-	-
Life	64%	7%	14%	-	-	-
Sick Leave	71%	7%	14%	-	7%	7%
Vacation	79%	7%	21%	-	-	-
Retirement	57%	7%	21%	7%	-	-
Child Care	-	-	7%	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	40%	20%	40%	Length: 3 - 60 months
Other Occupational Experience Accepted	33%	67%	-	Length: 3 - 12 months Type: Construction, Warehouse or Transportation Field
Technical or Vocational Training Required	20%	80%	-	Length: 3 - 24 months Type: Technical or Vocational
Training Accepted in Lieu of Experience	42%	58%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Public safety
- ♦ Transportation/logistics
- ♦ Building and construction
- ♦ Production and processing

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Legible writing
- ♦ Training others
- ♦ Coordinating with others
- ♦ Interpersonal communication
- ♦ Problem solving/critical thinking

Physical

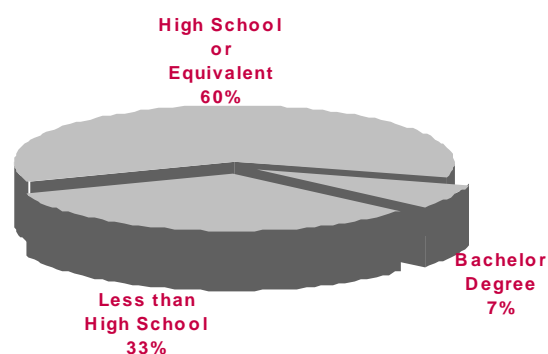
- ♦ N/A

Technical

- ♦ Equipment selection
- ♦ Repairing and operating machinery/equipment

Computer

- ♦ Microsoft Office
- ♦ PowerPoint

EDUCATION**AVAILABLE TRAINING & EDUCATION**

No training provider information is currently available for this occupation.

STRUCTURAL METAL WORKERS

Description: Structural Metal Workers perform any combination of duties to raise, place and unite girders, columns and other structural steel members to form completed structures or structural frameworks. Workers who erect metal storage tanks and assemble prefabricated metal buildings are included. Reinforcing Metal Workers are not included.

Alternate Job Titles: Iron Workers, Factory Workers and Fitters

Responding Firms: 17 - Representing 511 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,419
- ◆ Occupation Size 2004: Small - 1,530
- ◆ Growth Rate: much faster than average - 2.93%
- ◆ Openings Due to Separations 2001 - 2004: 142

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	18%	35%	47%
Over Next 24 Months	12%	53%	35%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Miscellaneous Special Trade Contractors	48.2
Nonresidential Building Construction	22.4
Roofing, Siding & Sheet Metal Work	20.5

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	76%
◆ Walk-In Applicants	76%
◆ Newspaper Ads	47%
◆ Union Hall Referrals	35%
◆ In-House Promotion or Transfer	29%
◆ School, Program Referrals	12%
◆ Colleges/Universities	6%

WORK PATTERNS

Hours: 99% full-time, averaging 40 hours weekly
1% part-time, averaging 17 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
None reported swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 2% Female 98% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ 65% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Experience, Job Knowledge, Good Judgement, Project Management, Safety Awareness, Blueprint Reading and Dependability
- ◆ **Promotional Opportunities May Include:** Foremen, Supervisors, Managers and Superintendents

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$6.25 - \$15.26	\$7.50
New Hires, With Experience	\$7.00 - \$14.50	\$11.00
3 + Yrs Experience With Firm	\$13.00 - \$18.00	\$15.00
Union Wages		
New Hires, No Experience	\$6.25 - \$6.25	\$6.25
New Hires, With Experience	\$7.50 - \$26.08	\$13.36
3 + Yrs Experience With Firm	\$16.00 - \$26.08	\$22.51

*Some firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	65%	-	12%	-	-	-
Dental	53%	-	-	-	6%	-
Vision	29%	-	-	-	6%	-
Life	29%	-	-	-	6%	-
Sick Leave	41%	-	-	-	6%	-
Vacation	76%	-	-	-	6%	-
Retirement	53%	-	-	-	6%	-
Child Care	6%	-	-	-	6%	-
Other	6%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	64%	18%	18%	Length: 12 - 60 months
Other Occupational Experience Accepted	29%	71%	-	Length: 6 - 24 months Type: Construction, Civil Engineering or Welding Work
Technical or Vocational Training Required	6%	94%	-	Length: 12 months Type: Steel Erection
Training Accepted in Lieu of Experience	36%	64%	-	Length: 6 - 36 months

IMPORTANT QUALIFICATIONS**Knowledge:**

♦ N/A

Skills/Abilities:**General**

- ♦ Legible writing
- ♦ Interpersonal communication
- ♦ Reading and following instructions

Physical

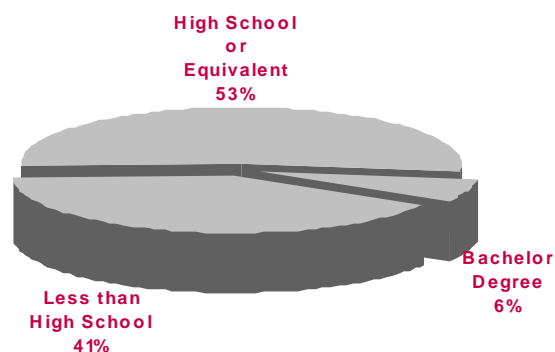
- ♦ Climbing to high places
- ♦ Lifting at least 100 lbs. repeatedly
- ♦ Performing strenuous, physically demanding work

Technical

- ♦ Shop math
- ♦ Welding skills
- ♦ Reading blueprints
- ♦ Operating power hand tools
- ♦ Following safe equipment operating practices

Computer

- ♦ Microsoft Office

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

SURGICAL TECHNICIANS

Description: Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups; count sponges, needles and instruments before and during surgery; check the operation of equipment; and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping and draping patients for surgery. They may be known as Surgical Technologists. Surgical Assistants who perform such tasks as retracting tissue, suturing skin and suctioning blood during surgery are not included.

Alternate Job Titles Operating Room Technicians and Sterile Processing Technicians

Responding Firms: 17 - Representing 139 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,680
- ◆ Occupation Size 2004: Small - 1,890
- ◆ Growth Rate: Much faster than average - 5.00%
- ◆ Openings Due to Separations 2001 - 2004: 160

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	71%	29%
Over Next 24 Months	0%	82%	18%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Hospitals	68.4
Offices & Clinics of Medical Doctors	31.3

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	71%
◆ Walk-In Applicants	47%
◆ In-House Promotion or Transfer	47%
◆ Newspaper Ads	47%
◆ School, Program Referrals	29%
◆ Internet	29%
◆ Private Employment Agencies	12%

WORK PATTERNS

Hours: 70% full-time, averaging 40 hours weekly
9% part-time, averaging 22 hours weekly
21% temporary, averaging 17 hours weekly
None reported seasonal employees

Shifts: 100% day shifts
41% swing shifts
35% graveyard shifts

◆ **Gender Ratio:** 50% Female 50% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

◆ **Turnover Rate:** 18% over the past 12 months

CAREER LADDERS

- ◆ 35% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Education, Experience, Anatomy Knowledge, Licensing, Strong Interpersonal Communication Skills, Quality of Service, Continuous Learning and Bilingual Speaking
- ◆ **Promotional Opportunities May Include:** Surgical Technicians II and III, Lead Surgical Technicians, Licensed Vocational Nurses and Registered Nurses

WAGES

Experience	Range	Median
New Hires, No Experience	\$10.02 - \$15.00	\$12.10
New Hires, With Experience	\$10.52 - \$18.00	\$15.00
3 + Yrs Experience With Firm	\$13.33 - \$20.09	\$17.00

*Few firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	24%	-	65%	29%	-	-
Dental	18%	-	65%	29%	-	-
Vision	18%	-	53%	24%	6%	-
Life	41%	12%	24%	6%	12%	12%
Sick Leave	59%	12%	18%	6%	-	6%
Vacation	71%	12%	12%	6%	-	6%
Retirement	12%	-	47%	18%	18%	-
Child Care	6%	-	6%	-	24%	18%
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	59%	6%	35%	Length: 6 - 24 months
Other Occupational Experience Accepted	-	100%	-	Length: N/A Type: N/A
Technical or Vocational Training Required	70%	18%	12%	Length: 12 - 24 months Type: Surgical Technology Training and Certification
Training Accepted in Lieu of Experience	37%	63%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Asepsis
- ◆ Pharmacology
- ◆ Medical terminology

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Legible writing
- ◆ Oral communication
- ◆ Following oral and written instructions

Physical

- ◆ Manual dexterity
- ◆ Standing continuously for 2 or more hours

Technical

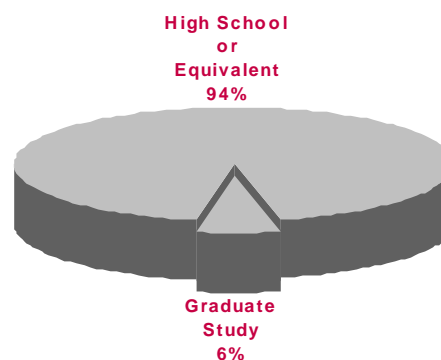
- ◆ Infection control
- ◆ Patient relations
- ◆ Instrument sterilization
- ◆ Performing preoperative shave preps

Computer

- ◆ Microsoft Office

Other:

- ◆ Certified Operating Room Technician

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

TECHNICAL ASSISTANTS - LIBRARY

Description: Library Technical Assistants assist librarians by furnishing information on library sciences, facilities and rules; by assisting readers in the use of card catalogs and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. They may train and supervise clerical staff or catalog books.

Alternate Job Titles: Library Media Assistants, Library Technicians and Library Assistants

Responding Firms: 15 - Representing 630 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Small - 1,569
- ◆ Occupation Size 2004: Small - 1,680
- ◆ Growth Rate: Much faster than average - 2.61%
- ◆ Openings Due to Separations 2001 - 2004: 166

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	80%	13%
Over Next 24 Months	0%	93%	7%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Local Government, except Hospital & Education	32.2
Colleges & Universities	29.0
Elementary & Secondary School	26.8

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	60%
◆ Newspaper Ads	60%
◆ In-House Promotion or Transfer	40%
◆ Walk-In Applicants	40%
◆ Internet	27%
◆ Colleges/Universities	27%
◆ Other (city personnel)	20%

WORK PATTERNS

- Hours:** 26% full-time, averaging 39 hours weekly
 73% part-time, averaging 15 hours weekly
 1% temporary, averaging 31 hours weekly
 None reported seasonal employees
- Shifts:** 100% day shifts
 27% swing shifts
 None reported graveyard shifts
 33% other (evenings, weekends, as needed)
- ◆ **Gender Ratio:** 88% Female 12% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	●	○

- ◆ **Turnover Rate:** 14% over the past 12 months

CAREER LADDERS

- ◆ 67% of responding firms promote employees from this occupation to higher level positions.
- ◆ **Important Qualifications for Advancement:** Education, Experience, Administrative Skills, Oral Communication, Supervisory Skills, Computer Skills and Dependability
- ◆ **Promotional Opportunities May Include:** Principal Library Assistants, Library Media Technicians and Librarians

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$12.00 - \$15.28	\$13.06
New Hires, With Experience	\$10.50 - \$16.25	\$13.15
3 + Yrs Experience With Firm	\$12.50 - \$23.01	\$14.79
Union Wages		
New Hires, No Experience	\$10.00 - \$27.46	\$13.36
New Hires, With Experience	\$11.26 - \$15.38	\$13.79
3 + Yrs Experience With Firm	\$13.10 - \$23.00	\$16.99

*Many firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	80%	27%	13%	13%	-	-
Dental	73%	27%	7%	7%	7%	-
Vision	67%	20%	13%	13%	-	-
Life	73%	27%	13%	7%	-	-
Sick Leave	87%	27%	-	7%	-	-
Vacation	87%	27%	-	7%	-	-
Retirement	47%	27%	40%	7%	-	-
Child Care	7%	7%	-	-	13%	7%
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	40%	47%	13%	Length: 6 - 48 months
Other Occupational Experience Accepted	25%	75%	-	Length: 12 months Type: Clerical or Customer Service
Technical or Vocational Training Required	-	80%	20%	Length: 6 - 12 months Type: Library Science
Training Accepted in Lieu of Experience	12%	88%	-	Length: 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Dewey Decimal system
- ◆ Library of Congress system

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Effective writing
- ◆ Telephone answering
- ◆ Typing at least 30 wpm
- ◆ Interpersonal communication

Physical

- ◆ N/A

Technical

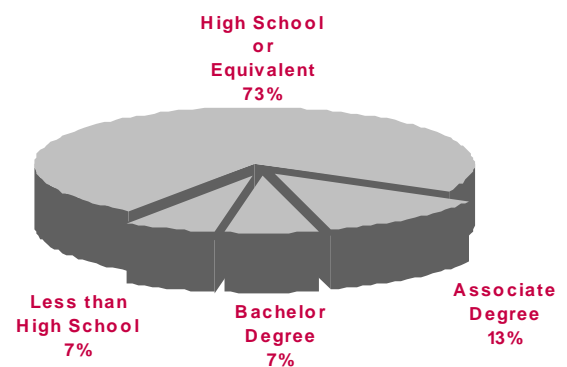
- ◆ Alphabetic and numeric filing
- ◆ Operating audiovisual equipment
- ◆ Using information retrieval systems

Computer

- ◆ Microsoft Office
- ◆ Nexus, Lexus
- ◆ Sage Publisher
- ◆ RLINr and OCLOr database software

Other:

- ◆ Bilingual (Spanish)

EDUCATION**AVAILABLE TRAINING & EDUCATION**

No training provider information is currently available for this occupation.

TELECOMMUNICATIONS TECHNICIANS

Description: Telecommunications Technicians provide for day-to-day operations and technical oversight of assigned telecommunications systems, services and facilities. They perform a range of telecommunication technical support functions. They trouble shoot systems, and may analyze and evaluate technological changes and innovations, or determine feasibility or emerging technologies.

Alternate Job Titles: Telephone Technicians, Cable Technicians, Customer Care Reps, Field Technicians and Systems Engineers

Responding Firms: 17 - Representing 861 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: N/A
- ◆ Occupation Size 2004: N/A
- ◆ Growth Rate: N/A
- ◆ Openings Due to Separations 2001 - 2004: N/A

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	12%	41%	47%
Over Next 24 Months	0%	41%	59%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Industry information is not currently available.	

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	59%
◆ Newspaper Ads	53%
◆ In-House Promotion or Transfer	41%
◆ Walk-In Applicants	35%
◆ Internet	24%
◆ School, Program Referrals	12%
◆ Union Hall Referrals	12%

WORK PATTERNS

Hours: 89% full-time, averaging 40 hours week
 1% part-time, averaging 25 hours weekly
 1% temporary, averaging 40 hours weekly
 9% seasonal, averaging 36 hours weekly

Shifts: 100% day shifts
 24% swing shifts
 18% graveyard shifts
 6% other (on-call)

◆ **Gender Ratio:** 18% Female 82% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	○	●	○
Inexperienced	○	○	●

◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **94% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Training/Certification, Wiring and Programming Knowledge, Interpersonal Communication Skills, Organizational Skills, Dependability and Supervisory Skills
- ◆ **Promotional Opportunities May Include:** Foremen, Senior Technicians, Team Leaders, Supervisors and Project Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$7.00 - \$10.25	\$8.00
New Hires, With Experience	\$8.50 - \$20.23	\$13.00
3 + Yrs Experience With Firm	\$12.00 - \$27.33	\$18.75

*Few firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	-	35%	-	6%	-
Dental	47%	-	29%	-	18%	-
Vision	24%	-	12%	-	6%	-
Life	35%	-	6%	-	-	-
Sick Leave	35%	-	-	-	6%	-
Vacation	71%	-	-	-	12%	-
Retirement	29%	-	6%	-	-	-
Child Care	-	-	-	-	6%	-
Other	18%	-	12%	-	6%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	47%	18%	35%	Length: 6 - 24 months
Other Occupational Experience Accepted	50%	50%	-	Length: 6 - 48 months Type: Electrical, Programming or Construction
Technical or Vocational Training Required	47%	29%	24%	Length: 3 - 24 months Type: Computer, Electrical or Telecommunications
Training Accepted in Lieu of Experience	64%	36%	-	Length: 3 - 24 months

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ CATV
- ◆ Fiber optics
- ◆ Telecommunications equipment
- ◆ Electrical and electronic equipment
- ◆ Ground based and wireless communication systems

Skills/Abilities:

General

- ◆ Time management
- ◆ Working under pressure
- ◆ Interpersonal communication

Physical

- ◆ Good color perception
- ◆ Lifting 50 lbs. or more continuously

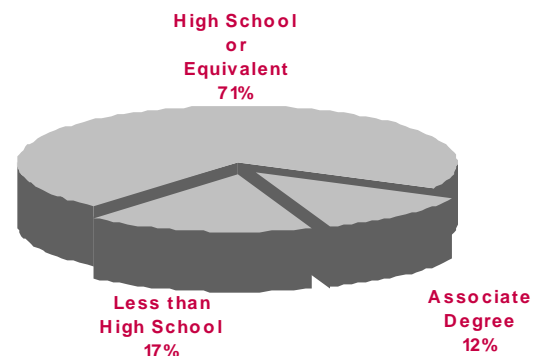
Technical

- ◆ Mechanical aptitude
- ◆ Programming test equipment
- ◆ Trouble shooting and repairing communications systems

Computer

- ◆ Microsoft Office
- ◆ Powerpoint
- ◆ PageMaker

EDUCATION



AVAILABLE TRAINING & EDUCATION

No training provider information is currently available for this occupation.

TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS

Description: Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

Alternate Job Titles: Cable Technicians, Cable Installers, Field Operations Technicians, Telephone Linemen, Installation Technicians and Customer Care Representatives

Responding Firms: 15 - Representing 804 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 6,343
- ◆ Occupation Size 2004: Medium - 7,020
- ◆ Growth Rate: Much faster than average - 4.14%
- ◆ Openings Due to Separations 2001 - 2004: 789

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	20%	40%	40%
Over Next 24 Months	0%	47%	53%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Telephone Communications	45.6
Electrical Work	30.9

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	73%
◆ Newspaper Ads	47%
◆ Walk-In Applicants	47%
◆ In-House Promotion or Transfer	40%
◆ Private Employment Agencies	13%
◆ School, Program Referrals	13%
◆ Internet	13%

WORK PATTERNS

Hours: 97% full-time, averaging 40 hours weekly
3% part-time, averaging 17 hours weekly
None reported temporary employees
None reported seasonal employees

Shifts: 100% day shifts
13% swing shift
None reported graveyard shifts
13% other (on-call)

◆ **Gender Ratio:** 2% Female 98% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Inexperienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 21% over the past 12 months

CAREER LADDERS

- ◆ **93% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Education, Experience, Certification, Technical Trade Skills, Oral Communication Skills, Cable and Wiring Knowledge, Dependability, Computer Skills and Supervisory Skills
- ◆ **Promotional Opportunities May Include:** Technicians II and III, Crew Leaders, Foremen, Supervisors, Managers, Field Coordinators and Superintendents

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.25 - \$15.00	\$9.50
New Hires, With Experience	\$10.00 - \$16.78	\$12.00
3 + Yrs Experience With Firm	\$12.00 - \$27.00	\$15.00

**Few firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	33%	-	53%	-	-	-
Dental	20%	-	40%	-	7%	-
Vision	27%	-	27%	-	-	-
Life	27%	-	7%	-	7%	-
Sick Leave	47%	-	-	-	-	-
Vacation	87%	-	-	-	-	-
Retirement	7%	-	13%	-	7%	-
Child Care	-	-	-	-	7%	-
Other	7%	-	13%	-	7%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	33%	7%	60%	Length: 6 - 60 months
Other Occupational Experience Accepted	57%	43%	-	Length: 6 - 12 months Type: Telecommunications or Programming
Technical or Vocational Training Required	13%	53%	34%	Length: 3 - 48 months Type: Pole Climbing, Union Electrical or Apprenticeship
Training Accepted in Lieu of Experience	43%	57%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Fiber optics
- ◆ Microwave technology
- ◆ Color coding and wiring
- ◆ Current technology and equipment

Skills/Abilities:**General**

- ◆ Customer service
- ◆ Problem solving/trouble shooting

Physical

- ◆ Good color perception
- ◆ Lifting 50 lbs. or more continuously
- ◆ Climbing poles and crawling under buildings

Technical

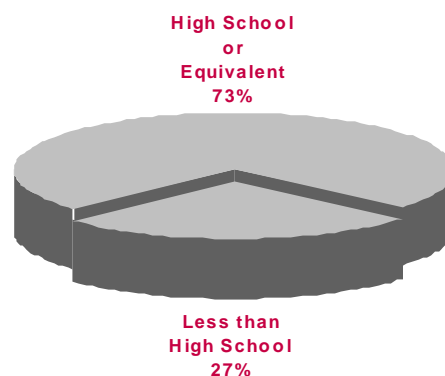
- ◆ Implementing safe work practices
- ◆ Reading schematics and blueprints
- ◆ Operating trenching machines and electronic testing equipment

Computer

- ◆ Microsoft Office

Other:

- ◆ Willingness to work on-call
- ◆ Possession of a valid driver's license

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

TRUCK DRIVERS, LIGHT - INCLUDING DELIVERY AND ROUTE WORKERS

Description: Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Workers whose duties include sales are not included.

Alternate Job Titles: Drivers and Route Collectors

Responding Firms: 18 - Representing 379 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Very Large - 43,039
- ◆ Occupation Size 2004: Very Large - 46,030
- ◆ Growth Rate: Much faster than average - 2.56%
- ◆ Openings Due to Separations 2001 - 2004: 2,349

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	56%	44%
Over Next 24 Months	5%	67%	28%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Trucking & Courier Services, except Air	12.7
Groceries & Related Products	6.1
Air Transportation, Scheduled	5.9
Motor Vehicles, Parts & Supplies	5.5
Personnel Supply Services	5.1

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employee Referrals	78%
◆ Walk-In Applicants	61%
◆ In-House Promotion or Transfer	44%
◆ Newspaper Ads	39%
◆ School, Program Referrals	22%
◆ Private Employment Agencies	17%
◆ Employment Development Department	17%

WORK PATTERNS

Hours: 99% full-time, averaging 41 hours weekly
None reported part-time employees
None reported temporary employees
1% seasonal, averaging 8 hours weekly

Shifts: 100% day shifts
28% swing shifts
17% graveyard shifts

◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 12% over the past 12 months

CAREER LADDERS

- ◆ **78% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Industry Knowledge, Good Driving Record, Experience, Map Reading Skills, Oral Communication Skills, Organizational Skills, Sales Abilities, Computer Skills and Supervisory Skills
- ◆ **Promotional Opportunities May Include:** Dispatchers, Customer Service Representatives, Supervisors and Managers

WAGES

Experience	Range	Median
New Hires, No Experience	\$6.75 - \$10.05	\$9.00
New Hires, With Experience	\$6.50 - \$15.00	\$10.25
3 + Yrs Experience With Firm	\$8.50 - \$19.18	\$12.65

**Most firms surveyed were unionized*

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	44%	-	50%	-	-	-
Dental	38%	-	50%	-	-	-
Vision	31%	-	44%	-	-	-
Life	50%	-	31%	-	-	-
Sick Leave	56%	-	19%	-	-	-
Vacation	56%	-	31%	-	-	-
Retirement	38%	-	44%	-	-	-
Child Care	-	-	6%	-	-	-
Other	-	-	-	-	6%	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	72%	6%	22%	Length: 3 - 24 months
Other Occupational Experience Accepted	12%	88%	-	Length: 24 months Type: Customer Service or Forklift Operation
Technical or Vocational Training Required	11%	89%	-	Length: 3 - 12 months Type: Truck Driving & Licensing
Training Accepted in Lieu of Experience	53%	47%	-	Length: 3 - 12 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ◆ Local areas

Skills/Abilities:**General**

- ◆ Basic math
- ◆ Legible writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Reading and following instructions

Physical

- ◆ Lifting at least 75 lbs. repeatedly

Technical

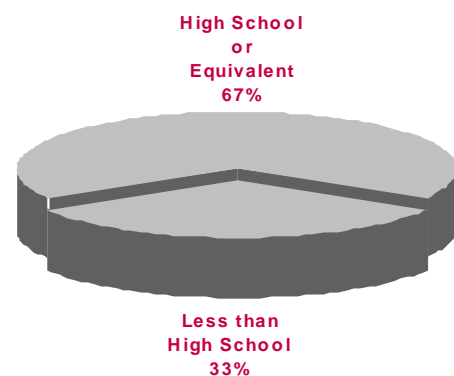
- ◆ Map reading
- ◆ Reading invoices
- ◆ Operating a forklift

Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Possession of a good DMV driving record
- ◆ Possession of a valid Class A and B driver's license
- ◆ Ability to pass a pre-employment medical examination

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

WELDERS AND CUTTERS

Description: Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Alternate Job Titles: Auto Body Technicians, Grinders, Production Specialists and Spot Welders

Responding Firms: 22 - Representing 472 employees

EMPLOYMENT TRENDS

Employment Development Department Projections:

- ◆ Occupation Size 2001: Medium - 8,173
- ◆ Occupation Size 2004: Medium - 8,670
- ◆ Growth Rate: Much faster than average - 2.20%
- ◆ Openings Due to Separations 2001 - 2004: 806

Responding Firms' Estimates:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	14%	59%	27%
Over Next 24 Months	5%	77%	18%

WHERE THE JOBS ARE

Employing Industry	Percent of Occupation in Industry 2004
Household Furniture	7.9
Miscellaneous Special Trade Contractors	6.3
Fabricated Structural Metal Products	5.8
Water Transportation Services	5.1
Miscellaneous Repair Shops	4.1

RECRUITMENT

Most Successful Recruitment Methods:

◆ Employees Referrals	68%
◆ In-House Promotion or Transfer	45%
◆ Newspaper Ads	41%
◆ Union Hall Referrals	36%
◆ Walk-In Applicants	36%
◆ Employment Development Department	18%
◆ Private Employment Agencies	9%

WORK PATTERNS

Hours: 79% full-time, averaging 40 hours weekly
None reported part-time employees
None reported temporary employees
21% seasonal, averaging 40 hours weekly

Shifts: 100% day shifts
9% swing shifts
None reported graveyard shifts

◆ **Gender Ratio:** 1% Female 99% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not	Moderate	Very
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inexperienced	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

◆ **Turnover Rate:** 12% over the past 12 months

CAREER LADDERS

- ◆ **68% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Important Qualifications for Advancement:** Experience, Organizational Tenure, Plan Reading, Job Knowledge, Accuracy, Supervisory Skills, Customer Service Skills and Computer Skills
- ◆ **Promotional Opportunities May Include:** Senior Welders, Estimators, Layout Workers, Fitters, Foremen, Supervisors and Managers

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$6.25 - \$6.25	\$6.25
New Hires, With Experience	\$6.25 - \$19.00	\$9.00
3 + Yrs Experience With Firm	\$8.25 - \$22.00	\$11.00
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$8.00 - \$18.50	\$12.00
3 + Yrs Experience With Firm	\$10.17 - \$21.00	\$14.00

*Many firms surveyed were unionized

BENEFITS

Benefit	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	59%	-	18%	-	14%	-
Dental	41%	-	14%	-	14%	-
Vision	27%	-	5%	-	14%	-
Life	23%	-	9%	-	14%	-
Sick Leave	32%	-	-	-	5%	-
Vacation	82%	-	-	-	9%	-
Retirement	50%	-	9%	-	9%	-
Child Care	-	-	-	-	-	-
Other	5%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Training and Experience	Yes	No	Not Required, but Preferred	Length and Type Required, Accepted or Preferred
Work Experience Required	95%	5%	-	Length: 3 - 60 months
Other Occupational Experience Accepted	10%	90%	-	Length: 12 months Type: Cutter or Paint Technician
Technical or Vocational Training Required	36%	59%	5%	Length: 6 - 18 months Type: Welder Training and Certification
Training Accepted in Lieu of Experience	29%	71%	-	Length: 3 - 18 months

IMPORTANT QUALIFICATIONS**Knowledge:**

- ♦ Chemical

Skills/Abilities:**General**

- ♦ Basic math
- ♦ Legible writing
- ♦ Oral communication
- ♦ Reading and following instructions

Physical

- ♦ Working in awkward positions
- ♦ Working from ladders and scaffolds
- ♦ Standing continuously for 2 or more hours

Technical

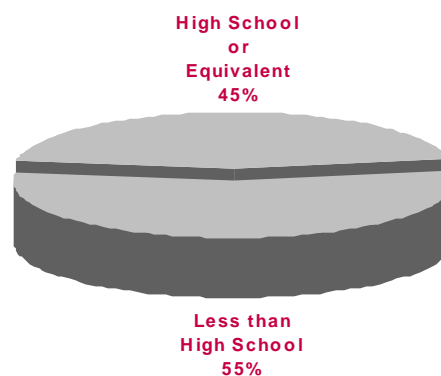
- ♦ Mechanical aptitude
- ♦ Gas and arc welding
- ♦ Using precision tools
- ♦ Operating inspection equipment
- ♦ Reading blueprints and working drawings

Computer

- ♦ Word

Other:

- ♦ Certified Structural Welder
- ♦ Certified Pressure Vessel and Pipe Welder

EDUCATION**AVAILABLE TRAINING & EDUCATION**

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

APPENDIX A

LOS ANGELES COUNTY TRAINING PROVIDERS LISTED BY OCCUPATION

The California Training and Education Providers (CTEP) is a joint project of the California Cooperative Occupational Information System (CCOIS), the Employment Development Department Labor Market Information Division and the California Occupational Information Coordinating Committee (COICC). The information in this section has been compiled to provide state and local employment and training personnel, local employers, career counselors and job seekers information about training programs located in Los Angeles County.

NOTE: In the following section, the occupations studied in the 2001-2002 report are listed in alphabetical order. Training providers offering programs related to each occupation are listed alphabetically below the occupational title. For additional training provider information, please refer to Appendix B.

DISCLAIMER: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

APPENDIX A

BROADCAST TECHNICIANS

AMERICAN COMMUNICATIONS INSTITUTE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
DEVRY INSTITUTE OF TECHNOLOGY
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EL CAMINO COLLEGE
LONG BEACH CITY COLLEGE
LOS ANGELES RECORDING WORKSHOP
NEW HORIZONS COMPUTER LEARNING CENTER OF THOUSAND OAKS
OTIS COLLEGE OF ART & DESIGN
PASADENA CITY COLLEGE
SOUND MASTER RECORDING ENGINEER SCHLS/AUDIO-VIDEO INSTITUTE

BUS DRIVERS

ABRAM FRIEDMAN OCCUPATIONAL CENTER
ASSERT INC.
AZTLAN TRUCKING SCHOOL
CALIFORNIA-SAFE SCHOOL OF TRUCKING
CAMINO REAL CAREER SCHOOLS
COLLEGE OF INSTRUMENT TECHNOLOGY
EDISON TRUCK DRIVING SCHOOL
EL MONTE TRUCK DRIVING SCHOOL
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
IMPERIAL TRUCK DRIVING SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LINCOLN SCHOOL OF TRUCKING
LOS ANGELES COUNTY ROP
POMONA ADULT SCHOOL
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)
TORO SCHOOL OF TRUCK DRIVING
TRANSPORTATION GUIDANCE AND ASSISTANCE TRUCK DRIVING SCHOOL
UNITED STATES TRUCK DRIVING SCHOOL
UNIVERSAL TRUCK DRIVING SCHOOL
US TRUCK DRIVING SCHOOL

BUSINESS TEACHERS, POSTSECONDARY

AMERICAN MANAGEMENT TECH UNIVERSITY
BIOLA UNIVERSITY
C S U, LONG BEACH FOUNDATION/CVT
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION SERVICES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING EDUCATION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CERRITOS COLLEGE
CHAPMAN UNIVERSITY
CITRUS COLLEGE
CITY UNIVERSITY
COLLEGE OF THE CANYONS
COMPTON COMMUNITY COLLEGE
EAST LOS ANGELES COLLEGE
EL CAMINO COLLEGE
GLENDALE COMMUNITY COLLEGE
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LEE COLLEGE
LONG BEACH CITY COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MONTEREY PARK COLLEGE
MOUNT ST. MARY'S COLLEGE

MT SIERRA COLLEGE
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
PLATT COLLEGE
RIO HONDO COLLEGE
SANTA MONICA COLLEGE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF LA VERNE
UNIVERSITY OF NEW HAVEN
UNIVERSITY OF SOUTHERN CALIFORNIA
WEST LOS ANGELES COLLEGE

CASHIERS

COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
JOBS FOR PROGRESS INC, SER INST OF BUSINESS & TECHNOLOGY
JOBS FOR PROGRESS/SER SOUTH BAY
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LOS ANGELES COUNTY ROP
PACOIMA SKILLS CENTER
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM

COMMUNICATIONS, TRANSPORTATION, AND UTILITIES OPERATIONS MANAGERS

ABRAHAM LINCOLN UNIVERSITY
AMERICAN INTER-CONTENENTAL UNIVERSITY
ANTIOCH UNIVERSITY, LOS ANGELES
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BRYMAN COLLEGE
CALIFORNIA INTERNATIONAL UNIVERSITY
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CALIFORNIA TECHNOLOGY UNIVERSITY
CERRITOS COLLEGE
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
COMPTON COMMUNITY COLLEGE
CSI BRYMAN COLLEGE-EL MONTE
DEVRY INSTITUTE OF TECHNOLOGY
HSI LAI UNIVERSITY
HUBBARD COLLEGE OF ADMINISTRATION
INSTITUTE OF COMPUTER TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
IVY UNIVERSITY
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LONG BEACH CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES OPPORTUNITIES INDUSTRIALIZATION CENTER
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MOUNT ST. MARY'S COLLEGE
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PASADENA CITY COLLEGE
PEPPERDINE UNIVERSITY
RIO HONDO COLLEGE
TOURO UNIVERSITY INTERNATIONAL
UCLA GRADUATE SCHOOL OF EXECUTIVE MANAGEMENT EDUCATION PROGRAM
UNION INSTITUTE
UNITED EDUCATION INSTITUTE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF JUDAISM

TRAINING PROVIDERS LISTED BY OCCUPATION

UNIVERSITY OF LA VERNE
UNIVERSITY OF SOUTHERN CALIFORNIA
WEBSTER UNIVERSITY (MARYMOUNT UNIVERSITY)
WEST LOS ANGELES COLLEGE
WHITTIER COLLEGE
YUIN UNIVERSITY

TRAVEL AND TRADE CAREER INSTITUTE
TRI-COMMUNITY ADULT EDUCATION
WESTSIDE CENTER FOR INDEPENDENT LIVING INC, COMPUTER
TRAINING
WESTWOOD COLLEGE OF TECHNOLOGY

COMPUTER ENGINEERS

ADVANCED COMPUTING INSTITUTE
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA TECHNOLOGY UNIVERSITY
COLLEGE OF THE CANYONS
INSTITUTE OF NETWORK TECHNOLOGY
INTERNET EDUCATION CENTERS
KELLER GRADUATE SCHOOL OF MANAGEMENT
KENSINGTON UNIVERSITY
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
NEW HORIZONS COMMUNITY LEARNING CENTER
NEW HORIZONS COMPUTER LEARNING CENTER INC
NEW HORIZONS COMPUTER LEARNING CENTER OF THOUSAND
OAKS
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PLATT COLLEGE
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF LA VERNE
UNIVERSITY OF NEW HAVEN

COMPUTER PROGRAMMERS, INCLUDING AIDES

ADVANCED COMPUTING INSTITUTE
AMERI.COM COLLEGE
AMERICAN MEDICAL SCIENCES CENTER
AMERICAN POLY TECHNICAL INSTITUTE
ANTELOPE VALLEY COLLEGE
ART CENTER COLLEGE OF DESIGN
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BUSINESS LEARNING CENTER INC
CALEDONIAN
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION
SERVICES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING
EDUCATION
CAREER TECH
CBE TECHNOLOGIES
CITY UNIVERSITY
COMPUMATICS COMPUTER TRAINING
COMPUTER CAREER CONNECTION
DIGITAL DESIGN, LA
EAST LOS ANGELES COLLEGE
EDNET CAREER INSTITUTE
EL MONTE ROSEMEAD ADULT SCHOOL
FINCH COMPUTER SERVICES
FLS INTERNATIONAL (CITRUS COLLEGE)
GATEWAY COMPANIES, INC.
GELONG NETWORK ENGINEERING, INC.
I.C.S. INTERNATIONAL COLLEGE OF SUCCESS
INSTITUTE OF NETWORK TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
JOBS FOR PROGRESS INC, SER INST OF BUSINESS & TECHNOLOGY
JOBS FOR PROGRESS/SER SOUTH BAY
KELLER GRADUATE SCHOOL OF MANAGEMENT
LEARNING TREE INTERNATIONAL
LONG BEACH CITY COLLEGE
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES COUNTY ROP
LOS ANGELES ORT TECHNICAL INSTITUTE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
MOVIOLA DIGITAL
MULTI MEDIA INSTITUTE
NEW HORIZONS COMMUNITY LEARNING CENTER
NEW HORIZONS COMPUTER LEARNING CENTER
NEW HORIZONS COMPUTER LEARNING CENTER INC
NORTH VALLEY OCCUPATIONAL CENTER
PASADENA CITY COLLEGE
REBECCA'S VOCATIONAL SCHOOL
RIGHTWAY COMPUTER TRAINING CENTER
RIGHTWAY COMPUTER TRAINING CENTERS, INC.
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER

COMPUTER SCIENCE TEACHERS, POSTSECONDARY

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADVANCED COMPUTING INSTITUTE
AMERI.COM COLLEGE
AMERICAN COMPUTER INSTITUTE INC
AMERICAN COMPUTER TRAINING
AMERICAN INSTITUTE OF HEALTH SCIENCE
AMERICAN MANAGEMENT TECH UNIVERSITY
AMERICAN MEDICAL SCIENCES CENTER
AMERICAN PACIFIC COLLEGE
AMERICAN POLY TECHNICAL INSTITUTE
ANTELOPE VALLEY COLLEGE
ART CENTER COLLEGE OF DESIGN
ARTS & EDUCATION INSTITUTE
ASSOCIATED PRINTING SCHOOLS
ASSOCIATED TECHNICAL COLLEGE
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BANNING - CARSON COMMUNITY ADULT SCHOOL
BELMONT COMMUNITY ADULT SCHOOL
BIOLA UNIVERSITY
BUSINESS LEARNING CENTER INC
C S U, LONG BEACH FOUNDATION/CVT
CAL LION CO.
CAL TECH EDUCATION COLLEGE
CALEDONIAN
CALIFORNIA BUSINESS INSTITUTE
CALIFORNIA INSTITUTE OF TECHNOLOGY
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION
SERVICES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING
EDUCATION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CALIFORNIA TECHNOLOGY UNIVERSITY
CAREER PLANNING CENTER INC.
CAREER TECH
CARTER VOCATIONAL SCHOOL
CBE TECHNOLOGIES
CEI COLLEGE
CENTINELA VALLEY ADULT SCHOOL
CERRITOS COLLEGE
CHAPMAN UNIVERSITY
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
CITY UNIVERSITY
COLLEGE OF THE CANYONS
COMPTON COMMUNITY COLLEGE
COMPUMATICS COMPUTER TRAINING
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
COURTESY CAREER COLLEGE
DATA TRAIN INSTITUTE
DEVRY INSTITUTE OF TECHNOLOGY
DIGITAL DESIGN, LA
DISCOVERY TRAINING CENTER
DON BOSCO TECHNICAL INSTITUTE
DOWNEY ADULT SCHOOL
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES COLLEGE
EAST LOS ANGELES SKILLS CENTER
EDNET CAREER INSTITUTE
EL CAMINO COLLEGE
EL MONTE ROSEMEAD ADULT SCHOOL
EL RANCHO ADULT SCHOOL
EXCEPTIONAL ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FINCH COMPUTER SERVICES
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE

APPENDIX A

FRANKLIN COMMUNITY ADULT SCHOOL
GARDENA COMMUNITY ADULT SCHOOL
GATEWAY COMPANIES, INC.
GELONG NETWORK ENGINEERING, INC.
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GLENDALE COMMUNITY COLLEGE
GRIFFITH ADULT CENTER
HEALTH AND CAREER INSTITUTE
HEMPHILL SCHOOLS
HOLLYWOOD COMMUNITY ADULT SCHOOL
I.C.S. INTERNATIONAL COLLEGE OF SUCCESS
INSTITUTE OF COMPUTER TECHNOLOGY
INSTITUTE OF NETWORK TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
INTERNATIONAL VOCATIONAL TRAINING
ITT TECHNICAL INSTITUTE
JOBS FOR PROGRESS INC, SER INST OF BUSINESS & TECHNOLOGY
JOBS FOR PROGRESS/SER SOUTH BAY
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LADERA CAREER PATHS TRAINING CENTERS
LARSON TRAINING CENTERS INC.
LEARNING TREE INTERNATIONAL
LEE COLLEGE
LEVY ADULT CENTER
LONG BEACH CITY COLLEGE
LONG BEACH USD SCHOOL FOR ADULTS
LOS ANGELES CITY COLLEGE
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES COUNTY ROP
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES ORT TECHNICAL INSTITUTE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
YOUTH TRNG CNTR
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES
LYNWOOD ADULT SCHOOL
MANUAL ARTS COMMUNITY ADULT SCHOOL
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONTEREY PARK COLLEGE
MOUNT ST. MARY'S COLLEGE
MOVIOLA DIGITAL
MT SIERRA COLLEGE
MULTI MEDIA INSTITUTE
NATIONAL COMPUTER TRAINING
NATIONAL INSTITUTE OF TECHNOLOGY
NEW HORIZONS COMMUNITY LEARNING CENTER
NEW HORIZONS COMPUTER LEARNING CENTER INC
NEW HORIZONS COMPUTER LEARNING CENTER OF THOUSAND
OAKS
NEWTON INTERNATIONAL COLLEGE
NORTH AMERICAN COMPUTER CONSULTANT
NORTH VALLEY OCCUPATIONAL CENTER
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS
NORWALK-LA MIRADA ADULT SCHOOL
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
PLATT COLLEGE
PRACTICAL DATA PROCESSING SCHOOL
PROFESSIONAL BUSINESS SERVICES
PROTON TECHNOLOGY GROUP INC
REBECCA'S VOCATIONAL SCHOOL
RIGHTWAY COMPUTER TRAINING CENTER
RIGHTWAY COMPUTER TRAINING CENTERS, INC.
RIO HONDO COLLEGE
ROMAN WARD TECHNICAL INSTITUTE
ROOSEVELT BILINGUAL COMMUNITY ADULT SCHOOL
ROSS BUSINESS INSTITUTE
SANTA MONICA COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTH GATE COMMUNITY ADULT SCHOOL

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TRAVEL AND TRADE CAREER INSTITUTE
TRI-COMMUNITY ADULT EDUCATION
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNITED EDUCATION INSTITUTE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF LA VERNE
UNIVERSITY OF NEW HAVEN
UNIVERSITY OF SOUTHERN CALIFORNIA
UNIVERSITY-PALISADES COMMUNITY ADULT SCHOOL
VAN NUYS COMMUNITY ADULT SCHOOL
VENICE COMMUNITY ADULT SCHOOL
VENICE SKILLS CENTER
WEST LOS ANGELES COLLEGE
WESTCHESTER-WASHINGTON COMMUNITY ADULT SCHOOL
WESTTECH COLLEGE
WESTSIDE CENTER FOR INDEPENDENT LIVING INC, COMPUTER
TRAINING
WESTWOOD COLLEGE OF TECHNOLOGY
WHITTIER ADULT SCHOOL
WILSON-LINCOLN COMMUNITY ADULT SCHOOL

CONCRETE AND TERRAZZO FINISHERS

AVIS CONTRACTORS LICENSE SERVICE CENTER INC.
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
CONTRACTORS STATE LICENSE SCHOOLS

CONSTRUCTION AND BUILDING INSPECTORS

AMERICAN HOME INSPECTORS TRAINING INSTITUTE
APPRAISAL TRAINING SERVICES, INC.
ASSOCIATED TRAINING SPECIALISTS
CONTRACTORS LICENSE LEARNING CENTER
CONTRACTORS STATE LICENSE SCHOOLS
CONTRACTORS STATE LICENSE SCHOOLS-GLENDALE
METROPOLITAN COLLEGIATE INSTITUTE
PASADENA CITY COLLEGE
UNION CONTRACTORS LICENSE COURSES

CREDIT ANALYSTS

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHridge
COMPTON COMMUNITY COLLEGE
EAST LOS ANGELES COLLEGE
EL CAMINO COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES VALLEY COLLEGE
MASTER'S COLLEGE AND SEMINARY
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
UNIVERSITY OF CALIFORNIA, LOS ANGELES
WEST LOS ANGELES COLLEGE

DATA BASE ADMINISTRATORS

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADVANCED COMPUTING INSTITUTE
AMERICAN COMPUTER INSTITUTE INC
AMERICAN INSTITUTE OF HEALTH SCIENCE
AMERICAN PACIFIC COLLEGE
ANTELOPE VALLEY COLLEGE
ARTS & EDUCATION INSTITUTE
ASSOCIATED PRINTING SCHOOLS
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BELMONT COMMUNITY ADULT SCHOOL
C S U, LONG BEACH FOUNDATION/CVT
CALIFORNIA BUSINESS INSTITUTE
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION
SERVICES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHridge
CALIFORNIA TECHNOLOGY UNIVERSITY

TRAINING PROVIDERS LISTED BY OCCUPATION

CAREER PLANNING CENTER INC.
CAREER TECH
CARTER VOCATIONAL SCHOOL
CBE TECHNOLOGIES
CEI COLLEGE
CENTINELA VALLEY ADULT SCHOOL
CERRITOS COLLEGE
CHAPMAN UNIVERSITY
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
COLLEGE OF THE CANYONS
COMPTON COMMUNITY COLLEGE
COURTESY CAREER COLLEGE
DATA TRAIN INSTITUTE
DEVRY INSTITUTE OF TECHNOLOGY
DISCOVERY TRAINING CENTER
DOWNEY ADULT SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES COLLEGE
EAST LOS ANGELES SKILLS CENTER
EL CAMINO COLLEGE
EL RANCHO ADULT SCHOOL
EXCEPTIONAL ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FOREIGN TRADE INSTITUTE
FRANKLIN COMMUNITY ADULT SCHOOL
GARDENA COMMUNITY ADULT SCHOOL
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GLENDALE COMMUNITY COLLEGE
GRIFFITH ADULT CENTER
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
INSTITUTE OF COMPUTER TECHNOLOGY
INSTITUTE OF NETWORK TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
INTERNATIONAL VOCATIONAL TRAINING
KELLER GRADUATE SCHOOL OF MANAGEMENT
KENSINGTON UNIVERSITY
LADERA CAREER PATHS TRAINING CENTERS
LARSON TRAINING CENTERS INC.
LEE COLLEGE
LEVY ADULT CENTER
LONG BEACH CITY COLLEGE
LONG BEACH USD SCHOOL FOR ADULTS
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND YOUTH TRNG CNTR
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
LYNWOOD ADULT SCHOOL
MANUAL ARTS COMMUNITY ADULT SCHOOL
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONTEREY PARK COLLEGE
MT SIERRA COLLEGE
MULTI MEDIA INSTITUTE
NATIONAL COMPUTER TRAINING
NEWTON INTERNATIONAL COLLEGE
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS
NORWALK-LA MIRADA ADULT SCHOOL
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
PLATT COLLEGE
PRACTICAL DATA PROCESSING SCHOOL
PROFESSIONAL BUSINESS SERVICES
RIO HONDO COLLEGE
ROMAN WARD TECHNICAL INSTITUTE
ROOSEVELT BILINGUAL COMMUNITY ADULT SCHOOL
SOUTH BAY ADULT SCHOOL
SOUTH GATE COMMUNITY ADULT SCHOOL
TRI-COMMUNITY ADULT EDUCATION
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF NEW HAVEN
UNIVERSITY OF SOUTHERN CALIFORNIA
UNIVERSITY-PALISADES COMMUNITY ADULT SCHOOL

VAN NUYS COMMUNITY ADULT SCHOOL
VENICE COMMUNITY ADULT SCHOOL
VENICE SKILLS CENTER
WEST LOS ANGELES COLLEGE
WESTECH COLLEGE
WHITTIER ADULT SCHOOL
WILSON-LINCOLN COMMUNITY ADULT SCHOOL

ELECTRICIANS

CENTINELA VALLEY ADULT SCHOOL
EL CAMINO COLLEGE
INTERNATIONAL TECHNICAL SCHOOL INC
NATIONAL INSTITUTE OF TECHNOLOGY
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.

ENGLISH LANGUAGE & LITERATURE TEACHERS, POSTSECONDARY

AMERICAN MANAGEMENT TECH UNIVERSITY
BIOLA UNIVERSITY
C S U, LONG BEACH FOUNDATION/CVT
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION SERVICES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING EDUCATION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CERRITOS COLLEGE
CHAPMAN UNIVERSITY
CITRUS COLLEGE
CITY UNIVERSITY
COLLEGE OF THE CANYONS
COMPTON COMMUNITY COLLEGE
EAST LOS ANGELES COLLEGE
EL CAMINO COLLEGE
GLENDALE COMMUNITY COLLEGE
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LEE COLLEGE
LONG BEACH CITY COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MONTEREY PARK COLLEGE
MOUNT ST. MARY'S COLLEGE
MT SIERRA COLLEGE
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
PLATT COLLEGE
RIO HONDO COLLEGE
SANTA MONICA COLLEGE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF LA VERNE
UNIVERSITY OF NEW HAVEN
UNIVERSITY OF SOUTHERN CALIFORNIA
WEST LOS ANGELES COLLEGE

HOME HEALTH AIDES

ALLIED MEDICAL & HEALTH SERVICES
AMERICAN NATIONAL RED CROSS
AMERICAN RED CROSS
AMERICAN RED CROSS - INGLEWOOD
AMERICAN RED CROSS - TORRANCE
C S U, LONG BEACH FOUNDATION/CVT
CAREER DEVELOPMENT INSTITUTE
CASA LOMA COLLEGE
CENTRAL MEDICAL CENTER
CMC VOCATIONAL SCHOOL

APPENDIX A

COMPUTER INSTITUTE OF TECHNOLOGY
CREATIVE SKILLS IN HEALTH CARE TRAINING
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EL MONTE ROSEMEAD ADULT SCHOOL
GENOVA HEALTH INSTITUTE & SERVICES
GLENDALE CAREER COLLEGE
HEALTHCARE EDUCATION ADVANCEMENT CENTER
LONG BEACH CAREER COLLEGE
MANUAL ARTS COMMUNITY ADULT SCHOOL
MARIAN HEALTH CAREERS CENTER
MT SAN ANTONIO COLLEGE
NATIONAL INSTITUTE OF TECHNOLOGY
NURSING LEARNING CENTER
POMONA ADULT SCHOOL
PREFERRED TRAINING CENTER
TECHNICAL COLLEGE
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
WEST VALLEY OCCUPATIONAL CENTER

INDUSTRIAL ENGINEERING TECHNICIANS AND TECHNOLOGISTS

CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
INTERNATIONAL CAREER COLLEGE INC
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LONG BEACH CITY COLLEGE
LOS ANGELES PIERCE COLLEGE
NATIONAL INSTITUTE OF TECHNOLOGY
NORTH VALLEY OCCUPATIONAL CENTER
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
PACOIMA SKILLS CENTER

INTERIOR DESIGNERS

AMERICAN INTER-CONTINENTAL UNIVERSITY
ANTELOPE VALLEY COLLEGE
BROOKS COLLEGE
CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF THE CANYONS
EL CAMINO COLLEGE
FASHION INSTITUTE OF DESIGN AND MERCHANDISING
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LONG BEACH CITY COLLEGE
LOS ANGELES COUNTY ROP
LOS ANGELES VALLEY COLLEGE
MARYMOUNT COLLEGE
REBECCA'S VOCATIONAL SCHOOL
SANTA MONICA COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES

JANITORS AND CLEANERS, EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
EL MONTE ROSEMEAD ADULT SCHOOL
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
HACIENDA LA PUENTE ADULT EDUCATION
HOLLYWOOD COMMUNITY ADULT SCHOOL
LAUSD EAST LOS ANGELES GARFIELD/EASTSIDE ADULT
LONG BEACH USD SCHOOL FOR ADULTS
LOS ANGELES COUNTY PASADENA ROP
LOS ANGELES COUNTY ROP
MANUAL ARTS COMMUNITY ADULT SCHOOL
PACOIMA SKILLS CENTER
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)

LIBRARIANS, PROFESSIONAL

CITRUS COLLEGE
COLLEGE OF THE CANYONS
EAST LOS ANGELES COLLEGE
LOS ANGELES CITY COLLEGE
PASADENA CITY COLLEGE

SANTA MONICA COLLEGE
UNIVERSITY OF CALIFORNIA, LOS ANGELES
WEST LOS ANGELES COLLEGE

LICENSED VOCATIONAL NURSES

C S U, LONG BEACH FOUNDATION/CVT
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
CONCORDE CAREER INSTITUTE
DOWNEY ADULT SCHOOL
LONG BEACH CITY COLLEGE
LOS ANGELES TRADE - TECHNICAL COLLEGE
LYNWOOD ADULT SCHOOL
MARIAN HEALTH CAREERS CENTER
MAXINE WATERS EMPLOYMENT PREPARATION CENTER
METROPOLITAN COLLEGIATE INSTITUTE
NORTH VALLEY OCCUPATIONAL CENTER
PREFERRED TRAINING CENTER
RIO HONDO COLLEGE
ST FRANCIS CAREER COLLEGE
TESTIMONIAL COMMUNITY LOVE CENTER
TRI-COMMUNITY ADULT EDUCATION

LOAN AND CREDIT CLERKS

ABRAM FRIEDMAN OCCUPATIONAL CENTER
ALHAMBRA ADULT EDUCATION
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION
CAMBRIA ENGLISH INSTITUTE
HARBOR OCCUPATIONAL CENTER
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LAUSD-METROPOLITAN SKILLS CENTER
LOS ANGELES COUNTY ROP
LOS ANGELES MISSION COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)
TELLER TRAINING ACADEMY INC.
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
WEST VALLEY OCCUPATIONAL CENTER

MEDICINE AND HEALTH SERVICES MANAGERS

A B C ADULT SCHOOL
ABRAHAM LINCOLN UNIVERSITY
ADVANCE INSTITUTE OF HEALTH AND TECHNOLOGY
AMERICAN INTER-CONTINENTAL UNIVERSITY
AMERICAN NANNY COLLEGE INC
ANTIOCH UNIVERSITY, LOS ANGELES
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BRYMAN COLLEGE
CALIFORNIA INTERNATIONAL UNIVERSITY
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTH RIDGE
CALIFORNIA TECHNOLOGY UNIVERSITY
CENTINELA VALLEY ADULT SCHOOL
CERRITOS COLLEGE
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
COMPTON COMMUNITY COLLEGE
CSI BRYMAN COLLEGE-EL MONTE
DEVRY INSTITUTE OF TECHNOLOGY
HSI LAI UNIVERSITY
HUBBARD COLLEGE OF ADMINISTRATION
INSTITUTE OF COMPUTER TECHNOLOGY
INTERNATIONAL CAREER COLLEGE INC
INTERNATIONAL CAREER DEVELOPMENT CENTER
IVY UNIVERSITY
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LONG BEACH CITY COLLEGE

TRAINING PROVIDERS LISTED BY OCCUPATION

LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES OPPORTUNITIES INDUSTRIALIZATION CENTER
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MOUNT ST. MARY'S COLLEGE
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PASADENA CITY COLLEGE
PEPPERDINE UNIVERSITY
RIO HONDO COLLEGE
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TOURO UNIVERSITY INTERNATIONAL
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
TRI-COMMUNITY ADULT EDUCATION
UCLA GRADUATE SCHOOL OF EXECUTIVE MANAGEMENT
EDUCATION PROGRAM
UNION INSTITUTE
UNITED EDUCATION INSTITUTE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF JUDAISM
UNIVERSITY OF LA VERNE
UNIVERSITY OF SOUTHERN CALIFORNIA
WEBSTER UNIVERSITY (MARYMOUNT UNIVERSITY)
WEST COAST UNIVERSITY
WEST LOS ANGELES COLLEGE
WHITTIER COLLEGE
YUIN UNIVERSITY

NURSING INSTRUCTORS, POSTSECONDARY

AMERICAN CAREER COLLEGE
AMERICAN INSTITUTE OF HEALTH SCIENCE
ANTELOPE VALLEY COLLEGE
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BIOLA UNIVERSITY
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CASA LOMA COLLEGE
CERRITOS COLLEGE
CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
CITRUS COLLEGE
COLLEGE OF THE CANYONS
COMPTON COMMUNITY COLLEGE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
DYNASTY INSTITUTE, INC., DBA DYNASTY SCHOOL
EAST LOS ANGELES COLLEGE
EL CAMINO COLLEGE
FLS INTERNATIONAL (CITRUS COLLEGE)
GLENDALE CAREER COLLEGE
GLENDALE COMMUNITY COLLEGE
HACIENDA LA PUENTE ADULT EDUCATION
HSI LAI UNIVERSITY
KAISER PERMANENTE SCHOOL OF ANAESTHESIA - NURSES
LONG BEACH CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
MOUNT ST. MARY'S COLLEGE
PASADENA CITY COLLEGE
PROFESSIONAL DEVELOPMENT SYSTEMS
RIO HONDO COLLEGE
SANTA MONICA COLLEGE
TRI-COMMUNITY ADULT EDUCATION
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING
CENTER)
UNIVERSITY OF SOUTHERN CALIFORNIA
WEST VALLEY OCCUPATIONAL CENTER
WESTERN UNIVERSITY OF HEALTH SCIENCES

ORDER FILLERS, WHOLESALE AND RETAIL SALES

A B C ADULT SCHOOL

ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADELANTE CAREER INSTITUTE
ADVANCED COMPUTING INSTITUTE
ALHAMBRA ADULT EDUCATION
AMERICAN COMMUNICATIONS INSTITUTE
AMERICAN COMPUTER TRAINING
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
CAREERQUEST COMPUTER EDUCATION
CBE TECHNOLOGIES
CHICANA SERVICE ACTION CENTER INC
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
CULVER CITY ADULT SCHOOL
DIGITAL DESIGN, LA
DOWNEY ADULT SCHOOL
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EAST LOS ANGELES SKILLS CENTER
EL RANCHO ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE
FREMONT COMMUNITY ADULT SCHOOL
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
GRIFFITH ADULT CENTER
HARBOR OCCUPATIONAL CENTER
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
HOLLYWOOD FILM SCHOOL
INSTITUTE OF NETWORK TECHNOLOGY
INTELLITRAIN INC
INTERNATIONAL CAREER DEVELOPMENT CENTER
JORDAN-LOCKE COMMUNITY ADULT SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LARSON TRAINING CENTERS INC.
LEVY ADULT CENTER
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES PIERCE COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
YOUTH TRNG CNTR
MASHDOTS COLLEGE
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONROVIA ADULT SCHOOL
MONTEREY PARK COLLEGE
PACOIMA SKILLS CENTER
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
PREMIER TRAINING CENTERS
PREMIERE CAREER COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTH CENTRAL COMMUNITY CENTER
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
UCRA CAREER SCHOOL
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNITED EDUCATION INSTITUTE
VENICE SKILLS CENTER
WHITTIER ADULT SCHOOL

PARALEGAL PERSONNEL

APPRAISAL TRAINING SERVICES, INC.
BELLFLOWER USD ROP
CEI COLLEGE
CITY UNIVERSITY
COMPTON COMMUNITY COLLEGE

APPENDIX A

COMPUTER & CAREER INSTITUTE
EL CAMINO COLLEGE
ESQUIRE COLLEGE INC.
INTELLITRAIN INC
LA AMERICAN CAREER COLLEGE-GLENDALE
LARRY H LAYTON SCHOOL OF LAW
LEE COLLEGE
LOS ANGELES MISSION COLLEGE
MASHDOTS COLLEGE
METROPOLITAN COLLEGIATE INSTITUTE
PARALEGAL TRAINING CENTERS
PLATT COLLEGE
RIO HONDO COLLEGE
SOUTHEAST PROFESSIONAL CAREER COLLEGE
UNIVERSITY OF LA VERNE
UNIVERSITY OF WEST L A
WEIMER CAREER INSTITUTE
WEST LOS ANGELES COLLEGE

PHARMACISTS

MORRIS CODY & ASSOC CALIFORNIA STATE PHARMACY BOARD
REVIEW
PASADENA CITY COLLEGE
WESTERN UNIVERSITY OF HEALTH SCIENCES

PHARMACY TECHNICIANS

AMERICAN CAREER COLLEGE
AMERICAN INSTITUTE OF HEALTH SCIENCE
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BELLFLOWER USD ROP
CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE
CAREER COLLEGE OF AMERICA
CAREER COLLEGES OF AMERICA
CENTRAL MEDICAL CENTER
CERRITOS COLLEGE
CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
CMC VOCATIONAL SCHOOL
DONALD VOCATIONAL SCHOOL
EXCEPTIONAL ADULT SCHOOL
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LOS ANGELES COUNTY ROP
LOS ANGELES TRADE - TECHNICAL COLLEGE
MORRIS CODY & ASSOC CALIFORNIA STATE PHARMACY BOARD
REVIEW
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS
POMONA ADULT SCHOOL
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
UNITED EDUCATION INSTITUTE

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

ASSOCIATED TECHNICAL COLLEGE
CENTINELA VALLEY ADULT SCHOOL
HARBOR OCCUPATIONAL CENTER
NATIONAL INSTITUTE OF TECHNOLOGY
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS

AMERICAN SCHOOLS
ANTELOPE VALLEY COLLEGE
ANTHONY SCHOOL OF REAL ESTATE
ANTHONY SCHOOLS OF NORTHERN CALIFORNIA
APPRAISAL TRAINING SERVICES, INC.
CALIFORNIA ACADEMY OF REAL ESTATE
CALIFORNIA BROKERS INSTITUTE
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED
EDUCATION
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CARTER VOCATIONAL SCHOOL
CENTURY 21 ACTION
CENTURY 21 CITRUS REALTY
CENTURY 21 OF THE PACIFIC INC.
CENTURY 21 REAL ESTATE SCHOOL
CITRUS COLLEGE
COLDWELL BANKER SCHOOL OF REAL ESTATE
COLLEGE OF THE CANYONS

COSMOS REALTY SCHOOL
DENNIS REAL ESTATE COLLEGE
DYNASTY INSTITUTE, INC., DBA DYNASTY SCHOOL
EAST LOS ANGELES COLLEGE
EAST LOS ANGELES OCCUPATIONAL CENTER
EL CAMINO COLLEGE
EL MONTE ROSEMEAD ADULT SCHOOL
FELDE PUBLICATIONS
GLENDALE COMMUNITY COLLEGE
GOLDEN HYDE REAL ESTATE CENTER
HACIENDA LA PUENTE ADULT EDUCATION
KOTAI REAL ESTATE SCHOOL
LONG BEACH CITY COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES COUNTY ROP
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
METROPOLITAN COLLEGIATE INSTITUTE
MT SAN ANTONIO COLLEGE
PACIFIC STATES UNIVERSITY
PARAMOUNT PROPERTIES SCHOOL OF REAL ESTATE
PREMIER SCHOOLS INC.
PREP REAL ESTATE PROGRAMS INC.
REAL ESTATE TRAINERS INC.
RIO HONDO COLLEGE
ROWLAND UNIFIED SCHOOL DISTRICT ADULT EDUCATION
ROYAL REAL ESTATE SCHOOL
TRI-COMMUNITY ADULT EDUCATION
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF WEST L A
WEST LOS ANGELES COLLEGE
WEST VALLEY OCCUPATIONAL CENTER
WILSHIRE REAL ESTATE SCHOOL

PURCHASING MANAGERS

ABRAHAM LINCOLN UNIVERSITY
AMERICAN INTER-CONTINENTAL UNIVERSITY
AMERICAN SCHOOLS
ANTHONY SCHOOLS OF NORTHERN CALIFORNIA
ANTIOCH UNIVERSITY, LOS ANGELES
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BRYMAN COLLEGE
CALIFORNIA INTERNATIONAL UNIVERSITY
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED
EDUCATION
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CALIFORNIA TECHNOLOGY UNIVERSITY
CERRITOS COLLEGE
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
COMPTON COMMUNITY COLLEGE
CSI BRYMAN COLLEGE-EL MONTE
DEVRY INSTITUTE OF TECHNOLOGY
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
HSI LAI UNIVERSITY
HUBBARD COLLEGE OF ADMINISTRATION
INSTITUTE OF COMPUTER TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
IVY UNIVERSITY
JOBS FOR PROGRESS INC, SER INST OF BUSINESS & TECHNOLOGY
JOBS FOR PROGRESS/SER SOUTH BAY
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LONG BEACH CITY COLLEGE
LOS ANGELES COUNTY ROP
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES OPPORTUNITIES INDUSTRIALIZATION CENTER
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE

TRAINING PROVIDERS LISTED BY OCCUPATION

LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MOUNT ST. MARY'S COLLEGE
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PACOIMA SKILLS CENTER
PASADENA CITY COLLEGE
PEPPERDINE UNIVERSITY
RIO HONDO COLLEGE
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
TOURO UNIVERSITY INTERNATIONAL
UCLA GRADUATE SCHOOL OF EXECUTIVE MANAGEMENT
EDUCATION PROGRAM
UNION INSTITUTE
UNITED EDUCATION INSTITUTE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF JUDAISM
UNIVERSITY OF LA VERNE
UNIVERSITY OF SOUTHERN CALIFORNIA
WEBSTER UNIVERSITY (MARYMOUNT UNIVERSITY)
WEST LOS ANGELES COLLEGE
WHITTIER COLLEGE
YUIN UNIVERSITY

REGISTERED NURSES

AMERICAN CAREER COLLEGE
AMERICAN INSTITUTE OF HEALTH SCIENCE
ANTELOPE VALLEY COLLEGE
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BIOLA UNIVERSITY
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CASA LOMA COLLEGE
CERRITOS COLLEGE
CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
CITRUS COLLEGE
COLLEGE OF THE CANYONS
COMPTON COMMUNITY COLLEGE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
DYNASTY INSTITUTE, INC., DBA DYNASTY SCHOOL
EAST LOS ANGELES COLLEGE
EL CAMINO COLLEGE
FLS INTERNATIONAL (CITRUS COLLEGE)
GLENDALE CAREER COLLEGE
GLENDALE COMMUNITY COLLEGE
HACIENDA LA PUENTE ADULT EDUCATION
HSI LAI UNIVERSITY
KAISER PERMANENTE SCHOOL OF ANAESTHESIA - NURSES
LONG BEACH CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
MOUNT ST. MARY'S COLLEGE
PASADENA CITY COLLEGE
PROFESSIONAL DEVELOPMENT SYSTEMS
RIO HONDO COLLEGE
SANTA MONICA COLLEGE
TRI-COMMUNITY ADULT EDUCATION
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING
CENTER)
UNIVERSITY OF SOUTHERN CALIFORNIA
WEST VALLEY OCCUPATIONAL CENTER
WESTERN UNIVERSITY OF HEALTH SCIENCES

SOCIAL WORKERS, EXCEPT MEDICAL AND PSYCHIATRIC

ACADEMIC REVIEW/PSYCHOLOGY LICENSING
BONITA UNIFIED, OFFICE OF CAREER & CONTINUING EDUCATION
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CORO SOUTHERN CALIFORNIA INC.
LOS ANGELES SOUTHWEST COLLEGE
PLOTKINS SCHOOL OF CONTINUING EDUCATION
UNIVERSITY OF CALIFORNIA, LOS ANGELES

STRUCTURAL METAL WORKERS

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED
EDUCATION
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
GRIFFITH ADULT CENTER
ROMAN WARD TECHNICAL INSTITUTE
SANTA MONICA COLLEGE
TORRANCE HAMILTON ADULT SCHOOL

SURGICAL TECHNICIANS

CALIFORNIA BUSINESS INSTITUTE
CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE
CONCORDE CAREER INSTITUTE
GLENDALE CAREER COLLEGE
NATIONAL EDUCATION CENTER, BRYMAN CAMPUS
PREMIERE CAREER COLLEGE

TELEPHONE AND CABLE TELEVISION LINE INSTALLERS AND REPAIRERS

ADVANTAGE CAREER TRAINING
ASSOCIATED TECHNICAL COLLEGE
CBE TECHNOLOGIES
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
UNIVERSITY OF CALIFORNIA, LOS ANGELES

TRUCK DRIVERS - LIGHT, INCLUDE DELIVERY AND ROUTE WORKERS

ABRAM FRIEDMAN OCCUPATIONAL CENTER
ASSERT INC.
AZTLAN TRUCKING SCHOOL
CALIFORNIA-SAFE SCHOOL OF TRUCKING
CAMINO REAL CAREER SCHOOLS
COLLEGE OF INSTRUMENT TECHNOLOGY
EDISON TRUCK DRIVING SCHOOL
EL MONTE TRUCK DRIVING SCHOOL
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
IMPERIAL TRUCK DRIVING SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LINCOLN SCHOOL OF TRUCKING
LOS ANGELES COUNTY ROP
LOS ANGELES PIERCE COLLEGE
POMONA ADULT SCHOOL
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORO SCHOOL OF TRUCK DRIVING
TRANSPORTATION GUIDANCE AND ASSISTANCE TRUCK DRIVING
SCHOOL
UNITED STATES TRUCK DRIVING SCHOOL
UNIVERSAL TRUCK DRIVING SCHOOL
US TRUCK DRIVING SCHOOL

WELDERS AND CUTTERS

ABRAM FRIEDMAN OCCUPATIONAL CENTER
ANTELOPE VALLEY COLLEGE
CERRITOS COLLEGE
COLLEGE OF OCEANEERING
COLLEGE OF THE CANYONS
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
CONSOLIDATED WELDING SCHOOLS INC.
DON BOSCO TECHNICAL INSTITUTE
EAST LOS ANGELES OCCUPATIONAL CENTER
EDISON INDUSTRIAL TECHNICAL TRAINING AND APPLICATIONS
CENTER
EL CAMINO COLLEGE
GLENDALE COMMUNITY COLLEGE
HACIENDA LA PUENTE ADULT EDUCATION
HARBOR OCCUPATIONAL CENTER
LONG BEACH CITY COLLEGE
LOS ANGELES COUNTY ROP
LOS ANGELES PIERCE COLLEGE
MT SAN ANTONIO COLLEGE
NORTH VALLEY OCCUPATIONAL CENTER
PASADENA CITY COLLEGE
RIO HONDO COLLEGE
SANTA MONICA COLLEGE

APPENDIX A

SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
SUTECH SCHOOL
TRI-COMMUNITY ADULT EDUCATION

APPENDIX B

LOS ANGELES COUNTY TRAINING PROVIDERS

NOTE: In the following section, training and education providers are listed in alphabetical order. Local addresses, phone numbers and other pertinent information is provided. For information on training providers offering programs related to specific occupations, please refer to Appendix A.

DISCLAIMER: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

APPENDIX B

A B C ADULT SCHOOL

Address: 12254 Cuesta Drive
Cerritos, CA 90703
School Type: Public Adult Schools with Occupational Programs
Phone: 562.926.5566
Fax: 562.921.9958
Internet/URL: www.abcadulthoodschool.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

ABRAHAM LINCOLN UNIVERSITY

Address: 3000 S Robertson Blvd, Ste 420
Los Angeles, CA 90034
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.204.0222
Fax: 310.204.7025
Internet/URL: www.alu.edu
Email: info@alu.edu

Financial Aid:	No	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

ABRAM FRIEDMAN OCCUPATIONAL CENTER

Address: 1646 South Olive Street
Los Angeles, CA 90015
School Type: Public Adult Schools with Occupational Programs
Phone: 213.745.2013
Fax: 213.748.7406
Internet/URL: N/A
Email: afoc@earthlink.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

ACADEMIC REVIEW/PSYCHOLOGY LICENSING

Address: 5726 Ralston Street
Ventura, CA 93003
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.225.3444
Fax: 800.344.4407
Internet/URL: www.areview.com
Email: info@areview.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

ADELANTE CAREER INSTITUTE

Address: 14547 Titus Street, Ste 100
Van Nuys, CA 91402-4924
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.908.9912
Fax: 818.908.9975
Internet/URL: N/A
Email: adelanteinst@earthlink.net

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

ADVANCE INSTITUTE OF HEALTH AND TECHNOLOGY

Address: 1120 N La Brea
Inglewood, CA 90302
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.677.7908
Fax: 310.677.7641
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

ADVANCED COMPUTING INSTITUTE

Address: 3470 Wilshire Blvd, Ste 1100
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.383.8999
Fax: 213.383.5765
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

ADVANTAGE CAREER TRAINING

Address: 110 W Ocean Blvd, Ste 531
Long Beach, CA 90802
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.901.2727
Fax: 562.901.2729
Internet/URL: www.advantagecareertraining.com
Email: foracareer@aol.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ALHAMBRA ADULT EDUCATION

Address: 15 West Alhambra Road
Alhambra, CA 91801-2435
School Type: Public Adult Schools with Occupational Programs
Phone: 626.308.2210
Fax: 626.300.8672
Internet/URL: www.alhambra.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ALLIED MEDICAL & HEALTH SERVICES

Address: 730 S Central Ave, Ste 210
Glendale, CA 91204
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.637.7871
Fax: 818.637.2104
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERI.COM COLLEGE

Address: 5225 Wilshire Blvd, Ste 220
Los Angeles, CA 90036
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.609.1981
Fax: 213.674.1004
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN CAREER COLLEGE

Address: 4021 Rosewood Avenue
Los Angeles, CA 90004
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.668.7555
Fax: 323.666.7548
Internet/URL: www.americancareer.com
Email: info@career.usa.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN COMMUNICATIONS INSTITUTE

Address: 3550 Wilshire Blvd, Ste 1050
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.462.6166
Fax: 323.462.6264
Internet/URL: www.acinetwork.com
Email: acihwd@aol.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN COMPUTER INSTITUTE INC

Address: 16200 Ventura Blvd, Ste 328
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.789.6600
Fax: 818.789.2377
Internet/URL: www.americancomputertraining.com
Email: learn@act.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

APPENDIX B

AMERICAN COMPUTER TRAINING

Address: 16200 Ventura Blvd, Ste 212
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.653.8674
Fax: 818.789.2377
Internet/URL: www.learnatact.com
Email: acti@learnatact.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN COMPUTER TRAINING

Address: 6404 Wilshire Blvd, Ste 750
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.653.8600
Fax: 323.473.5090
Internet/URL: www.americancomputertraining.com
Email: acti@learnatact.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN HOME INSPECTORS TRAINING INSTITUTE

Address: 5325 Commerce Avenue Unit # 5
Moorpark, CA 93021
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.441.9411
Fax: 262.544.8025
Internet/URL: www.ahit.com
Email: ahit@newnorth.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

AMERICAN INSTITUTE OF HEALTH SCIENCE

Address: 3711 Long Beach Blvd, Ste 200
Long Beach, CA 90807
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.988.2278
Fax: 562.988.1791
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN INTER-CONTINENTAL UNIVERSITY

Address: 12655 W Jefferson Blvd
Los Angeles, CA 90066
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.333.2652
Fax: 310.302.2001
Internet/URL: www.aiuniv.edu
Email: jmarcus@aiuniv.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN MANAGEMENT TECH UNIVERSITY

Address: 3807 Wilshire Blvd, Ste 406
Los Angeles, CA 90010
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 213.386.2688
Fax: 213.381.7472
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN MEDICAL SCIENCES CENTER

Address: 5077 Lankershim Blvd, Ste 20
North Hollywood, CA 91601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.763.9999
Fax: 818.763.9400
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

AMERICAN NANNY COLLEGE INC

Address: 260 S Garey Ave
Pomona, CA 91768
School Type: Proprietary (Private) Business and Technical Schools
Phone: 909.624.7711
Fax: 909.624.9261
Internet/URL: www.bcny.com/anc
Email: ind@prodigy.net

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

AMERICAN NATIONAL RED CROSS

Address: 2700 Wilshire Boulevard
Los Angeles, CA 90057
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5263
Fax: 213.380.0362
Internet/URL: www.acrossla.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

AMERICAN PACIFIC COLLEGE

Address: 1526 W 7th Street
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.251.9777
Fax: 213.251.9997
Internet/URL: www.apc.edu
Email: abcla@abc.edu

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN PACIFIC COLLEGE

Address: 14435 Sherman Way, Ste 208
Van Nuys, CA 91405
School Type: Public Adult Schools with Occupational Programs
Phone: 818.781.0001
Fax: 818.781.5007
Internet/URL: www.apc.edu
Email: main@apc.edu

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN POLY TECHNICAL INSTITUTE

Address: 9128 Norwalk Blvd
Santa Fe Springs, CA 90670
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.699.3990
Fax: 562.699.0760
Internet/URL: www.apitraining.com
Email: apisara@aol.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN RED CROSS

Address: 9200 State St
South Gate, CA 90022
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5263
Fax: 213.380.0362
Internet/URL: www.acrossla.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

AMERICAN RED CROSS - INGLEWOOD

Address: 610 N Eucalyptus Avenue
Inglewood, CA 90302
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5287
Fax: 213.380.0362
Internet/URL: www.acrossla.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

APPENDIX B

AMERICAN RED CROSS - TORRANCE

Address: Del Amo Mall #56
Torrance, CA 90503
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5287
Fax: 213.380.0362
Internet/URL: w.across.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

AMERICAN SCHOOLS

Address: 18406 Hawthorne Blvd #203
Torrance, CA 90504
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.214.2033
Fax: 310.377.0511
Internet/URL: www.morelight.net/americanschools
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

ANTELOPE VALLEY COLLEGE

Address: 3041 West Avenue K
Lancaster, CA 93536
School Type: Community Colleges
Phone: 661.722.6300
Fax: 661.722.6351
Internet/URL: www.avc.edu
Email: hahlgreen@avc.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Address: 1156 E Avenue S
Palmdale, CA 93550
School Type: Public Adult Schools with Occupational Programs
Phone: 661.575.1021
Fax: 661.575.1037
Internet/URL: www.avdistrict.org/rop
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

ANTHONY SCHOOL OF REAL ESTATE

Address: 2646 Dupont Dr, Ste 230
Los Angeles, CA 92612
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.726.7767
Fax: 310.289.9113
Internet/URL: www.anthonyschools.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

ANTHONY SCHOOLS OF NORTHERN CALIFORNIA

Address: 822 S Robertson Blvd, Ste 308
Los Angeles, CA 90035
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.289.1112
Fax: 310.289.9113
Internet/URL: www.anthonyschools.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

ANTHONY SCHOOLS OF NORTHERN CALIFORNIA

Address: 379 E Rowland Street
Covina, CA 91723
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.272.2162
Fax: 626.339.6436
Internet/URL: www.anthonyschools.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

ANTIOCH UNIVERSITY, LOS ANGELES

Address: 13274 Fiji Way
Marina Del Rey, CA 90292-7090
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.578.1080
Fax: 310.822.4824
Internet/URL: www.antiochla.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: Yes

APPRAISAL TRAINING SERVICES, INC.

Address: 2790 Skypark Dr #104
Torrance, CA 90505
School Type: Proprietary (Private) Business and Technical Schools
Phone: 949.250.4111
Fax: 310.539.9204
Internet/URL: www.atstraining.com
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ART CENTER COLLEGE OF DESIGN

Address: 1700 Lida Street
Pasadena, CA 91103
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 626.396.2200
Fax: 626.796.9564
Internet/URL: www.artcenter.edu
Email: admissions@artcenter.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

ARTS & EDUCATION INSTITUTE

Address: 4320 Atlantic Ave, Ste 105
Long Beach, CA 90807
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.997.9056
Fax: 562.426.1717
Internet/URL: www.aeinstitute.homestead.com/aei1.html
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ASSERT INC.

Address: 16735 Saticoy St, Ste 111
Van Nuys, CA 91311
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.717.2200
Fax: 818.717.2242
Internet/URL: www.assertinc.com
Email: assertinc@aol.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ASSOCIATED PRINTING SCHOOLS

Address: 8022 Somerset Boulevard
Paramount, CA 90723-4350
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.531.9643
Fax: 562.634.8761
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ASSOCIATED TECHNICAL COLLEGE

Address: 1670 Wilshire Boulevard
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.484.2444
Fax: 213.353.1846
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

APPENDIX B

ASSOCIATED TRAINING SPECIALISTS

Address: 24257 San Fernando Road
Newhall, CA 93121
School Type: Proprietary (Private) Business and Technical Schools
Phone: 661.799.6939
Fax: 661.799.6937
Internet/URL: www.licenseexamprep.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

ASSOCIATED TRAINING SPECIALISTS

Address: 25570 Rye Canyon Rd, Unit F
Valencia, CA 91355
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.840.9590
Fax: 661.799.6937
Internet/URL: www.contractor-depot.com/ats
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AUPCS COMPUTER TRAINING CENTER

Address: 20715 South Avalon Blvd
Carson, CA 90746
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.523.5130
Fax: 310.851.5845
Internet/URL: N/A
Email: aupcs@pacbell.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

AVIS CONTRACTORS LICENSE SERVICE CENTER INC.

Address: 310 S Brand Blvd
Glendale, CA 90746
School Type: Public Adult Schools with Occupational Programs
Phone: 818.240.1445
Fax: 818.785.2874
Internet/URL: www.contractorslicensing.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

AZTLAN TRUCKING SCHOOL

Address: 8818 South Crocker Street
Los Angeles, CA 90003
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.778.0498
Fax: 213.778.0984
Internet/URL: N/A
Email: aztlan2001@webtv.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER

Address: 1134 S Barranca
Glendora, CA 91740
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 626.852.8400
Fax: 626.852.8407
Internet/URL: www.azusausd.k12.ca.us
Email: jerryh@azusausd.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

Address: 135 South Spring Street
Claremont, CA 91711-4999
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 909.624.0063
Fax: 909.621.6214
Internet/URL: www.baldyviewrop.com
Email: carole_klopschinski@bvrop.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

BANNING - CARSON COMMUNITY ADULT SCHOOL

Address: 1527 Lakme Avenue
Wilmington, CA 90744
School Type: Public Adult Schools with Occupational Programs
Phone: 310.549.7880
Fax: 310.549.2461
Internet/URL: www.lausd.k12.ca.us
Email: nwoodrum@lausd.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BASSETT ADULT SCHOOL

Address: 904 North Willow Avenue
La Puente, CA 91746
School Type: Public Adult Schools with Occupational Programs
Phone: 626.931.7903
Fax: 626.931.7915
Internet/URL: www.basnett.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BELLFLOWER USD ROP

Address: 16703 S Clark
Bellflower, CA 90706
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 562.925.4220
Fax: 562.461.2240
Internet/URL: www.lacorop.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BELMONT COMMUNITY ADULT SCHOOL

Address: 1575 W Second Street
Los Angeles, CA 90026
School Type: Public Adult Schools with Occupational Programs
Phone: 213.250.9133
Fax: 213.250.9272
Internet/URL: N/A
Email: dcistone@mindspring.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BIOLA UNIVERSITY

Address: 13800 Biola Avenue
La Mirada, CA 90639-0001
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 562.944.0351
Fax: 562.903.4709
Internet/URL: www.biola.edu
Email: admissions@biola.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: Yes
Diploma: Yes

BONITA UNIFIED, OFFICE OF CAREER & CONTINUING EDUCATION

Address: 115 W Allen Avenue
San Dimas, CA 91773
School Type: Public Adult Schools with Occupational Programs
Phone: 909.394.9263
Fax: 909.592.3642
Internet/URL: www.bonita.k12.ca.us
Email: mreed@bonita.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

BROOKS COLLEGE

Address: 4825 E Pacific Coast Highway
Long Beach, CA 90804-3289
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.597.6611
Fax: 562.597.7412
Internet/URL: www.brookscollege.edu/
Email: info@brookscollege.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: No
Diploma: No

APPENDIX B

BRYMAN COLLEGE

Address: 12449 Putnam Street
Whittier, CA 90602
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.945.9191
Fax: 562.945.0012
Internet/URL: www.bryman-college.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

BRYMAN COLLEGE

Address: 3208 Rosemead Blvd
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.573.5470
Fax: 626.280.4011
Internet/URL: www.cci.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

BUSINESS LEARNING CENTER INC

Address: 16000 Ventura Blvd, Ste 214
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.461.1600
Fax: 818.461.1604
Internet/URL: www.blctrain.com
Email: info@blctrain.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

C S U, LONG BEACH FOUNDATION/CVT

Address: 1250 Bellflower Bl Hsd, Rm 117
Long Beach, CA 90840
School Type: Other Education
Phone: 562.985.4698
Fax: 562.985.4400
Internet/URL: www.csulb.edu
Email: mbarnes@csulb.edu

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CAL LION CO.

Address: 2547 N San Gabriel Blvd, #C
Rosemead, CA 91770
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.571.6100
Fax: 626.571.6196
Internet/URL: www.learncd.com
Email: learningcd@us.sina.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CAL TECH EDUCATION COLLEGE

Address: 3924 Wilshire Blvd
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.427.0004
Fax: 213.427.1126
Internet/URL: N/A
Email: ctecla@yahoo.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CALEDONIAN

Address: 2450 S Atlantic Blvd, Ste 203
Commerce, CA 90040
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.265.1912
Fax: 323.265.1928
Internet/URL: www.caletraining.com
Email: guieusa@yahoo.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

CALIFORNIA ACADEMY OF REAL ESTATE

Address: 18817 Napa St
Northridge, CA 91324
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.885.7828
Fax: 818.885.1024
Internet/URL: www.realestatelicense.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CALIFORNIA BROKERS INSTITUTE

Address: 21133 Victory Blvd, Ste 216
Canoga Park, CA 91303
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.715.0088
Fax: 818.715.0822
Internet/URL: www.license4realestate.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CALIFORNIA BUSINESS INSTITUTE

Address: 3550 Johnson Avenue
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.444.7779
Fax: 626.444.4268
Internet/URL: www.cbi2000.com
Email: info@cbi2000.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

CALIFORNIA BUSINESS INSTITUTE

Address: 3670 Wilshire Blvd, 2nd Floor
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.444.7779
Fax: 626.444.4268
Internet/URL: www.cbi2000.com
Email: info@cbi2000.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

CALIFORNIA INSTITUTE OF TECHNOLOGY

Address: 1201 East California Blvd
Pasadena, CA 91125
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 626.395.6811
Fax: 626.449.9374
Internet/URL: www.caltech.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: Yes

CALIFORNIA INTERNATIONAL UNIVERSITY

Address: 3130 Wilshire Boulevard
Los Angeles, CA 90057-3202
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 213.381.3719
Fax: 213.381.6990
Internet/URL: www.ciula.edu
Email: dean@ciula.edu

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES

Address: 16909 Parthenia St, Ste 303
North Hills, CA 91343-9937
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 818.830.2411
Fax: 818.830.2418
Internet/URL: www.cnuas.edu
Email: jeanne@mail.cnuas.edu

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: Yes
Diploma: No

APPENDIX B

CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE

Address:	3745 Long Beach Boulevard Long Beach, CA 90807	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.427.4217	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.427.2920	Career Devel.:	Yes	Associate Degree:	Yes
Internet/URL:	N/A	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Address:	3801 West Temple Avenue Pomona, CA 91768-4003	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	909.869.3329	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	909.869.4395	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.csupomona.edu	Counseling:	Yes	Certificate:	Yes
Email:	info@csupomona.edu	Child Care:	Yes	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Address:	1000 East Victoria Street Carson, CA 90747	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	310.243.3300	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	310.516.3449	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.csudh.edu	Counseling:	Yes	Certificate:	Yes
Email:	info@csudh.edu	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION

Address:	1000 East Victoria Street Carson, CA 90747	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	310.243.3741	Job Placement:	No	Bachelor Degree:	Yes
Fax:	310.516.3971	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.csudh.com	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	No		

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Address:	1250 Bellflower Boulevard Long Beach, CA 90804-0106	Financial Aid:	Yes	Doctorate Degree:	Yes
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	562.985.5471	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	562.985.4973	Career Devel.:	Yes	Associate Degree:	Yes
Internet/URL:	www.csulb.edu	Counseling:	Yes	Certificate:	Yes
Email:	info@csulb.edu	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION SERVICES

Address:	6300 State University Drive, S Long Beach, CA 90815	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	562.985.5561	Job Placement:	No	Bachelor Degree:	Yes
Fax:	562.985.8449	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.uces.csulb.edu	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	Yes		

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Address:	5151 State University Drive Los Angeles, CA 90032-8530	Financial Aid:	Yes	Doctorate Degree:	Yes
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	323.343.3901	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	323.343.3888	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.calstate.edu	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

CALIFORNIA STATE UNIVERSITY, LOS ANGELES CONTINUING EDUCATION

Address: 5151 State University Drive
Los Angeles, CA 90032-8619
School Type: Public Adult Schools with Occupational Programs
Phone: 323.343.4900
Fax: 323.343.4954
Internet/URL: www.calstatela.edu/cont_ed
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Address: 18111 Nordhoff Street
Northridge, CA 91330-1286
School Type: Public 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 818.677.1200
Fax: 818.677.3766
Internet/URL: www.csun.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CALIFORNIA TECHNOLOGY UNIVERSITY

Address: 630 Duarte Rd, Ste 303
Arcadia, CA 91006
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.294.0318
Fax: 626.294.0069
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CALIFORNIA-SAFE SCHOOL OF TRUCKING

Address: 2332 South Peck Road, Ste 125
Whittier, CA 90601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.908.7492
Fax: 562.908.7494
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CAMBRIA ENGLISH INSTITUTE

Address: 1609 W James M Woods
Los Angeles, CA 90015
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.386.9318
Fax: 213.386.0029
Internet/URL: N/A
Email: cambriaenglish@yahoo.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CAMINO REAL CAREER SCHOOLS

Address: 13674 East Valley Blvd
La Puente, CA 91746
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.968.9135
Fax: 626.968.9254
Internet/URL: www.crschool.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CAMINO REAL CAREER SCHOOLS

Address: 2960 E Victoria St
Compton, CA 90220
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.968.9135
Fax: 310.637.3083
Internet/URL: www.crschool.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

APPENDIX B

CAREER COLLEGE OF AMERICA

Address: 5612 E Imperial Highway
South Gate, CA 90280
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.861.8702
Fax: 562.869.7013
Internet/URL: www.avic55nemacs.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

CAREER DEVELOPMENT INSTITUTE

Address: 1830 S Robertson, Ste 201
Los Angeles, CA 90035
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.559.0225
Fax: 310.559.7114
Internet/URL: N/A
Email: cdijkn@msn.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

CAREER PLANNING CENTER INC.

Address: 13160 Mindanao Way, Ste 240
Marina Del Rey, CA 90292
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.309.6000
Fax: 310.309.6032
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CAREER TECH

Address: 6620 W 6th Street
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.791.8747
Fax: 323.658.8746
Internet/URL: www.chaosisover.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CAREERQUEST COMPUTER EDUCATION

Address: 17100 Pioneer Blvd, Ste 220
Artesia, CA 90701
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.467.1888
Fax: 562.809.6522
Internet/URL: www.careerq.com
Email: tes@careerq.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CARTER VOCATIONAL SCHOOL

Address: 8020 Somerset Boulevard
Paramount, CA 90723-4350
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.531.9643
Fax: 562.633.2934
Internet/URL: N/A
Email: stremble@socal.rr.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CASA LOMA COLLEGE

Address: 3761 Stocker Street
Los Angeles, CA 90008
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.290.6440
Fax: 323.290.1668
Internet/URL: www.casalomacollege.freesevers.com
Email: casalomacollege@hotmail.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

CASA LOMA COLLEGE

Address: 6850 Van Nuys Blvd, Ste 318
Van Nuys, CA 91405
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.785.2726
Fax: 818.785.2191
Internet/URL: www.casalomacollege.freesevice.com
Email: casalomacollege@hotmail.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

CBE TECHNOLOGIES

Address: 110 South La Brea Ave #240
Inglewood, CA 90301
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.673.8910
Fax: 310.673.0371
Internet/URL: www.cbetec.com
Email: cbe@cbetec.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CEI COLLEGE

Address: 14355 Roscoe Blvd
San Fernando, CA 91402
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.704.7272
Fax: 818.704.5343
Internet/URL: www.ceicollege.com
Email: clemmie@ceicollege.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: No
Diploma: Yes

CENTINELA VALLEY ADULT SCHOOL

Address: 4953 Marine Avenue
Lawndale, CA 90260
School Type: Public Adult Schools with Occupational Programs
Phone: 310.263.3165
Fax: 310.644.6142
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

CENTRAL MEDICAL CENTER

Address: 3550 Wilshire Blvd
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.384.4789
Fax: 213.384.8679
Internet/URL: N/A
Email: cmcvcscathy@hotmail.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

CENTURY 21 ACTION

Address: 3626 W Pacific Coast Hwy
Long Beach, CA 90804
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.498.8828
Fax: 562.498.2868
Internet/URL: N/A
Email: cn21action@aol.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

CENTURY 21 CITRUS REALTY

Address: 1100 Via Verde
San Dimas, CA 91773
School Type: Proprietary (Private) Business and Technical Schools
Phone: 909.592.8500
Fax: 909.592.1437
Internet/URL: www.citrus21.com
Email: c21citrus@aol.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

APPENDIX B

CENTURY 21 OF THE PACIFIC INC.

Address: 14005 Hawthorne Boulevard
Hawthorne, CA 90250
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.300.7375
Fax: 714.834.9134
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

CENTURY 21 REAL ESTATE SCHOOL

Address: 2360 S Garfield
Monterey Park, CA 91754
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.872.4679
Fax: 714.834.9134
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

CENTURY 21 REAL ESTATE SCHOOL

Address: 7340 Firestone Boulevard
Downey, CA 90240
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.300.7375
Fax: 714.834.9134
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

CERRITOS COLLEGE

Address: 11110 Alondra Boulevard
Norwalk, CA 90650-6296
School Type: Community Colleges
Phone: 562.860.2451
Fax: 562.467.5005
Internet/URL: www.cerritos.edu
Email: info@cerritos.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

CHAPMAN UNIVERSITY ACADEMIC CENTER

Address: 1500 Rosecrans Avenue
Manhattan Beach, CA 90266
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.725.5080
Fax: 310.725.5094
Internet/URL: www.chapman.edu/la
Email: la@chapman.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE

Address: 1731 East 120th Street
Los Angeles, CA 90059-3098
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 323.563.4800
Fax: 323.563.3855
Internet/URL: www.cdrewu.edu
Email: admsn@cdrewu.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

CHICANA SERVICE ACTION CENTER INC

Address: 151 E Second St
Pomona, CA 91766
School Type: Other Education
Phone: 213.639.5800
Fax: 909.629.3171
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

CHICANA SERVICE ACTION CENTER INC

Address: 315 W 9th Street, Ste 101
Los Angeles, CA 90015
School Type: Other Education
Phone: 213.253.5959
Fax: 213.430.0657
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CITRUS COLLEGE

Address: 1000 West Foothill Boulevard
Glendora, CA 91741-1899
School Type: Community Colleges
Phone: 626.963.0323
Fax: 626.914.8618
Internet/URL: www.citrus.cc.ca.us
Email: sdebraal@citrus.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

CITY UNIVERSITY

Address: 5900 Wilshire Blvd, Ste 200
Los Angeles, CA 90036
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.426.5596
Fax: 425.709.5361
Internet/URL: www.cityu.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

CMC VOCATIONAL SCHOOL

Address: 3550 Wilshire Blvd #830
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.384.4789
Fax: 213.384.8676
Internet/URL: N/A
Email: dianekim@yahoo.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COLDWELL BANKER SCHOOL OF REAL ESTATE

Address: 500 S Sepulveda Blvd, #305
Los Angeles, CA 90049
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.781.3111
Fax: 310.447.1902
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

COLLEGE OF INSTRUMENT TECHNOLOGY

Address: 17156 Bellflower Blvd
Bellflower, CA 90706
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.804.7773
Fax: 562.925.5855
Internet/URL: www.citla.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

COLLEGE OF OCEANEERING

Address: 272 South Fries Avenue
Wilmington, CA 90744-6399
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.834.2501
Fax: 310.834.7132
Internet/URL: www.hyperbarictraining.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

APPENDIX B

COLLEGE OF THE CANYONS

Address: 26455 Rockwell Canyon Road
Santa Clarita, CA 91355-1899
School Type: Community Colleges
Phone: 661.259.7800
Fax: 661.259.8302
Internet/URL: www.coc.cc.ca.us
Email: info@coc.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.

Address: 17625 S Central Avenue #B
Carson, CA 90746
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 310.637.7422
Fax: 310.638.2965
Internet/URL: www.cissouthbay.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COMPTON COMMUNITY COLLEGE

Address: 1111 East Artesia Boulevard
Compton, CA 90221-5393
School Type: Community Colleges
Phone: 310.637.2660
Fax: 310.900.1695
Internet/URL: www.compton.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM

Address: 700 N Bullis Rd
Compton, CA 90221
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 310.898.6000
Fax: 310.763.3871
Internet/URL: N/A
Email: cusd_vea@pacbell.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COMPUMATICS COMPUTER TRAINING

Address: 822 S Robertson Blvd, Ste 207
Los Angeles, CA 90035
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.657.8632
Fax: N/A
Internet/URL: www.compumatics.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COMPUTER & CAREER INSTITUTE

Address: 8730 Wilshire Blvd, Ste 216
Beverly Hills, CA 90211
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.860.9735
Fax: 310.860.9735
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

COMPUTER CAREER CONNECTION

Address: 1515 W Cameron Ave, Ste 240
West Covina, CA 91790
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.813.1566
Fax: 626.813.0046
Internet/URL: www.computercareer.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

COMPUTER EDUCATION INSTITUTE

Address: 20700 Avalon, Ste 210
Carson, CA 90746
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.532.6328
Fax: 310.532.0082
Internet/URL: www.computer-education.com
Email: markt@compedi.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COMPUTER INSTITUTE OF TECHNOLOGY

Address: 11631 Victory Blvd #205
North Hollywood, CA 91606
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.980.0415
Fax: 818.980.0289
Internet/URL: www.cit2000.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CONCORDE CAREER INSTITUTE

Address: 12412 Victory Blvd
North Hollywood, CA 91606
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.766.8151
Fax: 818.766.1587
Internet/URL: www.concordcareercolleges.com
Email: bbossi@concordcareercolleges.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CONSOLIDATED WELDING SCHOOLS INC.

Address: 4343 East Imperial Highway
Lynwood, CA 90262
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.638.0418
Fax: 310.638.2788
Internet/URL: N/A
Email: rswanson@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CONTRACTORS LICENSE LEARNING CENTER

Address: 1907 W Burbank Blvd, Ste A
Burbank, CA 91506
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.562.0008
Fax: 818.845.2068
Internet/URL: N/A
Email: cscl1@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CONTRACTORS STATE LICENSE SCHOOLS

Address: 10929 Santa Monica Blvd
Los Angeles, CA 90024
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.966.1091
Fax: N/A
Internet/URL: www.cscls.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

CONTRACTORS STATE LICENSE SCHOOLS

Address: 14664 Victory Boulevard
Van Nuys, CA 91411
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.786.1237
Fax: 818.786.1105
Internet/URL: www.cscls.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

APPENDIX B

CONTRACTORS STATE LICENSE SCHOOLS

Address: 1741 Colorado Blvd
El Monte, CA 90041
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.344.7004
Fax: 323.344.9044
Internet/URL: www.csls.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CONTRACTORS STATE LICENSE SCHOOLS-GLENDALE

Address: 6636 San Fernando Road
Glendale, CA 91202
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.242.9978
Fax: 323.344.7229
Internet/URL: www.csls.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CORO SOUTHERN CALIFORNIA INC.

Address: 811 Wilshire Blvd, Ste 1025
Los Angeles, CA 90017-2624
School Type: Other Education
Phone: 213.623.1234
Fax: 213.680.0079
Internet/URL: www.coro.org
Email: corosoca; @aol.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

COSMOS REALTY SCHOOL

Address: 4322 Wilshire Blvd, Ste 101
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.692.9900
Fax: 323.692.9909
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

COURTESY CAREER COLLEGE

Address: 21004 Nordoff St
Chatsworth, CA 91311
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.349.6300
Fax: 818.349.6380
Internet/URL: www.courtesycareercollege.com
Email: courtesy@globalpac.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CREATIVE SKILLS IN HEALTH CARE TRAINING

Address: 5455 Wilshire Blvd, Ste 1014
Los Angeles, CA 90036
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.935.3833
Fax: 323.953.0782
Internet/URL: www.bblessed.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL

Address: 5010 Eleventh Avenue
Los Angeles, CA 90043
School Type: Public Adult Schools with Occupational Programs
Phone: 323.292.9184
Fax: 323.294.8783
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

CSI BRYMAN COLLEGE-EL MONTE

Address: 3208 Rosemond Blvd
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.573.5470
Fax: 626.280.4011
Internet/URL: www.brymancollege.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

CULVER CITY ADULT SCHOOL

Address: 4501 Elenda Street
Culver City, CA 90230
School Type: Public Adult Schools with Occupational Programs
Phone: 310.842.4300
Fax: 310.842.4343
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

DATA TRAIN INSTITUTE

Address: 4510 Pacific Coast Hwy #240
Long Beach, CA 90804
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.498.7922
Fax: 562.498.2522
Internet/URL: www.datatraininst.com
Email: information@datatraininst.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

DENNIS REAL ESTATE COLLEGE

Address: 3450 Wilshire Blvd, Ste 530
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.385.7202
Fax: 714.226.9738
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

DEVRY INSTITUTE OF TECHNOLOGY

Address: 22810 Roscoe Blvd
West Hills, CA 91304
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 888.610.0800
Fax: 818.932.3090
Internet/URL: www.devry.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

DEVRY INSTITUTE OF TECHNOLOGY

Address: 3880 Kilroy Airport Way
Long Beach, CA 90806-2449
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 562.427.0861
Fax: 562.426.7153
Internet/URL: www.devry.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

DEVRY INSTITUTE OF TECHNOLOGY

Address: 901 Corporate Center Drive
Pomona, CA 91768-2642
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 909.622.8866
Fax: 909.868.4165
Internet/URL: www.pom.devry.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: No

APPENDIX B

DIGITAL DESIGN, LA

Address: 3406 West Burbank Blvd
Burbank, CA 91505
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.845.2038
Fax: 818.841.6222
Internet/URL: www.digitaldesignla.com
Email: sam@digitaldesignla.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

DISCOVERY TRAINING CENTER

Address: 44815 N Fig Ave, Ste 201
Lancaster, CA 93534
School Type: Proprietary (Private) Business and Technical Schools
Phone: 661.940.5844
Fax: 661.726.1715
Internet/URL: www.discoveryserviceinc.com
Email: discovery@as.net

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

DON BOSCO TECHNICAL INSTITUTE

Address: 1151 San Gabriel Boulevard
Rosemead, CA 91770-4299
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.940.2000
Fax: 626.940.2001
Internet/URL: www.boscotech.org
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

DONALD VOCATIONAL SCHOOL

Address: 3325 Wilshire Blvd, Ste 200
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.639.1470
Fax: 213.639.1475
Internet/URL: www.info.dvsusa.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

DOWNEY ADULT SCHOOL

Address: 12340 Woodruff Avenue
Downey, CA 90241
School Type: Public Adult Schools with Occupational Programs
Phone: 562.940.6200
Fax: 562.940.6221
Internet/URL: www.das.k12.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

DYNAMIC EDUCATIONAL

Address: 1903 Sante Fe Ave
Long Beach, CA 90810
School Type: Other Education
Phone: 562.495.0124
Fax: 562.495.2035
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

DYNASTY INSTITUTE, INC., DBA DYNASTY SCHOOL

Address: 2373 S Hacienda Blvd
Hacienda Heights, CA 91745
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.855.0455
Fax: 626.855.0465
Internet/URL: www.dynastyschool.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM

Address:	1501 W Del Norte Ave West Covina, CA 91790-1755	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.962.5080	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.472.5125	Career Devel.:	Yes	Associate Degree:	Yes
Internet/URL:	www.esgvrop.k12.ca.us	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

EAST LOS ANGELES COLLEGE

Address:	1301 Avenida Cesar Chavez Monterey Park, CA 91754-6099	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Community Colleges	Veteran Approved:	No	Master Degree:	No
Phone:	323.265.8650	Job Placement:	Yes	Bachelor Degree:	No
Fax:	323.265.8631	Career Devel.:	No	Associate Degree:	Yes
Internet/URL:	www.lelac.cc.ca.us	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

EAST LOS ANGELES OCCUPATIONAL CENTER

Address:	2100 Marengo Street Los Angeles, CA 90033	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	No
Phone:	323.223.1283	Job Placement:	Yes	Bachelor Degree:	No
Fax:	323.223.6365	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.elaoc.lausd.k12.ca.us	Counseling:	Yes	Certificate:	Yes
Email:	elaoc@lausd.k12.ca.us	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

EAST LOS ANGELES SKILLS CENTER

Address:	3921 Selig Place Los Angeles, CA 90031	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	323.227.0018	Job Placement:	Yes	Bachelor Degree:	No
Fax:	323.222.2351	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.elasc.lausd.k12.ca.us	Counseling:	Yes	Certificate:	Yes
Email:	elasc@yahoo.com	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

EDISON INDUSTRIAL TECHNICAL TRAINING AND APPLICATIONS CENTER

Address:	690 Studebaker Road, Bldg #3 Long Beach, CA 90803	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.493.7791	Job Placement:	No	Bachelor Degree:	No
Fax:	562.493.7771	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.edison.oms.com	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

EDISON TRUCK DRIVING SCHOOL

Address:	2024 N Durfee Ave South. El Monte, CA 91733	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.582.8540	Job Placement:	No	Bachelor Degree:	No
Fax:	626.582.8529	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.edison-9.com	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

EDNET CAREER INSTITUTE

Address:	6018 Varier Ave Woodland Hills, CA 91364	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	888.336.3848	Job Placement:	No	Bachelor Degree:	No
Fax:	818.702.6657	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.ednet4u.com	Counseling:	No	Certificate:	Yes
Email:	info@ednet4u.com	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

APPENDIX B

EL CAMINO COLLEGE

Address: 16007 Crenshaw Boulevard
Torrance, CA 90506-0001
School Type: Community Colleges
Phone: 310.660.3421
Fax: 310.660.3106
Internet/URL: www.elcamino.cc.ca.us
Email: info@elcamino.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

EL MONTE ROSEMEAD ADULT SCHOOL

Address: 10807 Ramona Blvd
El Monte, CA 91731
School Type: Public Adult Schools with Occupational Programs
Phone: 626.443.9491
Fax: 626.452.8916
Internet/URL: www.emuhd.k12.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

EL MONTE TRUCK DRIVING SCHOOL

Address: 1187 W Arrow Hwy
Azusa, CA 91702
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.969.4543
Fax: 626.969.1620
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

EL RANCHO ADULT SCHOOL

Address: 6501 S Passon Blvd
Pico Rivera, CA 90660
School Type: Public Adult Schools with Occupational Programs
Phone: 562.801.5009
Fax: 562.948.2041
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

ESQUIRE COLLEGE INC.

Address: 37 N Holliston Avenue
Pasadena, CA 91105
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.583.8071
Fax: 626.583.8075
Internet/URL: www.esq.com
Email: esquireclg@aol.ocm

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

EXEPTIONAL ADULT SCHOOL

Address: 1104 E 148th Street
Compton, CA 90220
School Type: Public Adult Schools with Occupational Programs
Phone: 310.898.6473
Fax: 310.898.6477
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

FAIRFAX COMMUNITY ADULT SCHOOL

Address: 7850 Melrose Avenue
Los Angeles, CA 90046
School Type: Public Adult Schools with Occupational Programs
Phone: 323.653.4085
Fax: 323.658.6077
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

FASHION INSTITUTE OF DESIGN AND MERCHANDISING

Address: 919 South Grand Avenue
Los Angeles, CA 90015-1421
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.624.1200
Fax: 213.624.4799
Internet/URL: www.fidm.edu
Email: info@fidm.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: No
Diploma: No

FELDE PUBLICATIONS

Address: 1044 Manhattan Beach Boulevard
Manhattan Beach, CA 90266
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.546.6563
Fax: 310.546.9863
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

FINCH COMPUTER SERVICES

Address: 115 E Broadway
Glendale, CA 91205
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.550.9060
Fax: 818.550.9067
Internet/URL: www.finchcomputer.com
Email: info@finchcomputer.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

FLS INTERNATIONAL (CITRUS COLLEGE)

Address: 1000 W Foothill Blvd
Glendora, CA 91741
School Type: Community Colleges
Phone: 626.963.0323
Fax: 626.914.8613
Internet/URL: www.citrus.cc.ca.us
Email: info@citrus.cc.ca.us

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: No
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

FOREIGN TRADE INSTITUTE

Address: 3900 Kilroy Airport Way #105
Long Beach, CA 90806
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.490.0651
Fax: 562.989.2202
Internet/URL: N/A
Email: foreign@aol.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

FRANKLIN COMMUNITY ADULT SCHOOL

Address: 820 North Avenue 54
Los Angeles, CA 90042
School Type: Public Adult Schools with Occupational Programs
Phone: 323.256.2144
Fax: 323.256.2790
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

FREMONT COMMUNITY ADULT SCHOOL

Address: 7676 South San Pedro Street
Los Angeles, CA 90003
School Type: Public Adult Schools with Occupational Programs
Phone: 323.778.1651
Fax: 323.778.8531
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

APPENDIX B

GARDENA COMMUNITY ADULT SCHOOL

Address: 18120 South Normandie Avenue
Gardena, CA 90247
School Type: Public Adult Schools with Occupational Programs
Phone: 310.323.2686
Fax: 310.323.8981
Internet/URL: www.lausd.k12.ca.us
Email: atopa@lausd.k2.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

GATEWAY COMPANIES, INC.

Address: 6235 Topanga Canyon Blvd
Woodland Hills, CA 91367
School Type: Other Education
Phone: 818.883.0012
Fax: 818.883.8447
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GATEWAY COMPANIES, INC.

Address: 110 E Broadway
Glendale, CA 91205
School Type: Other Education
Phone: 818.539.1944
Fax: 818.539.1958
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GATEWAY COMPANIES, INC.

Address: 12013 Wilshire Blvd
Los Angeles, CA 90025
School Type: Other Education
Phone: 310.254.0160
Fax: 310.254.0174
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GATEWAY COMPANIES, INC.

Address: 12611 Artesia Blvd
Cerritos, CA 90703
School Type: Other Education
Phone: 562.402.6003
Fax: 562.402.9293
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GATEWAY COMPANIES, INC.

Address: 1800 Rosecrans Ave, Ste G
Manhattan Beach, CA 90266
School Type: Other Education
Phone: 310.956.1800
Fax: 310.956.1814
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GATEWAY COMPANIES, INC.

Address: 23126 Hawthorne Blvd
Torrance, CA 90505
School Type: Other Education
Phone: 310.373.0349
Fax: 310.791.7286
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

GATEWAY COMPANIES, INC.

Address: 25945 The Old Road
Valencia, CA 91381
School Type: Other Education
Phone: 661.259.8580
Fax: 661.259.9925
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

GATEWAY COMPANIES, INC.

Address: 622 W Huntington Drive
Monrovia, CA 91016
School Type: Other Education
Phone: 626.305.0511
Fax: 626.303.1450
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

GELONG NETWORK ENGINEERING, INC.

Address: 9645 Telstar Ave #203
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.401.0828
Fax: 626.317.0353
Internet/URL: www.gelong.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

GENOVA HEALTH INSTITUTE & SERVICES

Address: 1300 W Olympic Blvd, Ste 201
Los Angeles, CA 90015
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.383.7487
Fax: 213.383.5205
Internet/URL: N/A
Email: amilcar@hotmail.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

GLENDALE CAREER COLLEGE

Address: 1015 Grandview Avenue
Glendale, CA 91201-2205
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.498.1818
Fax: 818.243.6028
Internet/URL: www.success.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

GLENDALE COLLEGE ADULT SCHOOL

Address: 1122 East Garfield
Glendale, CA 91205
School Type: Public Adult Schools with Occupational Programs
Phone: 818.240.3184
Fax: 818.551.5255
Internet/URL: www.glendale.cc.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

GLENDALE COMMUNITY COLLEGE

Address: 1500 North Verdugo Road
Glendale, CA 91208-2894
School Type: Community Colleges
Phone: 818.240.1000
Fax: 818.551.5255
Internet/URL: www.glendale.cc.ca.us
Email: info@glendale.cc.ca.us

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

APPENDIX B

GOLDEN HYDE REAL ESTATE CENTER

Address: 1168 San Gabriel Blvd #J
Rosemead, CA 91770
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.571.0751
Fax: 626.571.0873
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY

Address: 800 W Pacific Coast Highway
Long Beach, CA 90806
School Type: Other Education
Phone: 562.435.3411
Fax: 562.624.9502
Internet/URL: www.goodwill/lbsb.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

Address: 14565 Lanark Street
Panorama City, CA 91402
School Type: Other Education
Phone: 818.782.2520
Fax: 818.782.3130
Internet/URL: www.lagoodwill.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

Address: 342 San Fernando Road
Los Angeles, CA 90031
School Type: Other Education
Phone: 323.223.1211
Fax: 323.343.9927
Internet/URL: www.lagoodwill.org
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

GRIFFITH ADULT CENTER

Address: 2291 Washington Ave
Torrance, CA 90501
School Type: Public Adult Schools with Occupational Programs
Phone: 310.533.4454
Fax: 310.533.4624
Internet/URL: www.torrancegriffithadultcenter.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

HACIENDA LA PUENTE ADULT EDUCATION

Address: 14101 E Nelson St
La Puente, CA 91746
School Type: Public Adult Schools with Occupational Programs
Phone: 626.934.2800
Fax: 626.855.3169
Internet/URL: www.hlpusd.k12.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

HARBOR OCCUPATIONAL CENTER

Address: 740 North Pacific Avenue
San Pedro, CA 90731-1696
School Type: Public Adult Schools with Occupational Programs
Phone: 310.547.5551
Fax: 310.547.4974
Internet/URL: www.lausd.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM

Address:	21515 Redview Drive Santa Clarita, CA 91350	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	No	Master Degree:	No
Phone:	661.259.0033	Job Placement:	No	Bachelor Degree:	No
Fax:	661.254.8653	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

HEALTH AND CAREER INSTITUTE

Address:	2001 Tyler Avenue, Ste 204 South El Monte, CA 91733	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.401.1395	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.401.3707	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	No
Email:	hciirene@earthlink.net	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

HEALTHCARE EDUCATION ADVANCEMENT CENTER

Address:	1578 Colorado Blvd #10 Los Angeles, CA 90041	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	323.478.9859	Job Placement:	Yes	Bachelor Degree:	No
Fax:	323.478.1782	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

HEMPHILL SCHOOLS

Address:	2500 Wilshire Blvd, Ste 704 Los Angeles, CA 90057	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	800.252.4595	Job Placement:	No	Bachelor Degree:	No
Fax:	213.480.0170	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.hemphillschools.com	Counseling:	No	Certificate:	No
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

HOLLYWOOD COMMUNITY ADULT SCHOOL

Address:	1521 North Highland Avenue Hollywood, CA 90028	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	No	Master Degree:	No
Phone:	323.467.6191	Job Placement:	No	Bachelor Degree:	No
Fax:	323.467.3382	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.lausd.k12.ca.us	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

HOLLYWOOD FILM SCHOOL

Address:	2500-k Townsgate Road Westlake Village, CA 91361	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	805.496.9716	Job Placement:	Yes	Bachelor Degree:	No
Fax:	805.496.6172	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.hollywoodfilmschool.com	Counseling:	Yes	Certificate:	Yes
Email:	info@hollywoodfilmschool.com	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

HSI LAI UNIVERSITY

Address:	1409 N Walnut Grove Ave Rosemead, CA 91770	Financial Aid:	No	Doctorate Degree:	Yes
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	Yes
Phone:	626.571.8811	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	626.571.1413	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.hlu.edu	Counseling:	Yes	Certificate:	Yes
Email:	info@hlu.edu	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

APPENDIX B

HUBBARD COLLEGE OF ADMINISTRATION

Address: 6565 Sunset Blvd, Ste 520
Hollywood, CA 90028
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.462.4100
Fax: 323.462.5983
Internet/URL: www.hubbardco.org
Email: administration@hubbardco.org

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

I.C.S. INTERNATIONAL COLLEGE OF SUCCESS

Address: 11239 Ventura Blvd, Ste 222
Studio City, CA 91604-3136
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.753.1999
Fax: 818.753.9555
Internet/URL: www.calcollege.com
Email: success@calcollege.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

IMPERIAL TRUCK DRIVING SCHOOL

Address: 6101 Wilmington Avenue
Los Angeles, CA 90001
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.581.7131
Fax: 323.581.7134
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

INSTITUTE OF COMPUTER TECHNOLOGY

Address: 3200 Wilshire Blvd, Ste 400
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.381.3333
Fax: 213.383.9369
Internet/URL: www.ictcollege.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	Yes
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

INSTITUTE OF NETWORK TECHNOLOGY

Address: 15901 Hawthorne Blvd
Lawndale, CA 90260
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.921.2161
Fax: N/A
Internet/URL: www.networktraining.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

INSTITUTE OF NETWORK TECHNOLOGY

Address: 2727 E Willow St
Signal Hill, CA 90806
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.424.9200
Fax: 562.490.9650
Internet/URL: www.networktraining.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

INSTITUTE OF NETWORK TECHNOLOGY

Address: 12440 Firestone Blvd #220
Norwalk, CA 90650
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.424.9200
Fax: 562.490.4650
Internet/URL: www.networktraining.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

INTELLITRAIN INC

Address: 12125 Woodruff Avenue
Downey, CA 90242
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.803.1400
Fax: 562.803.1211
Internet/URL: www.rosemeza.gte.net
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

INTERNATIONAL CAREER COLLEGE INC

Address: 14545 Victory Blvd, #600
Van Nuys, CA 91411
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.787.0007
Fax: 818.787.0008
Internet/URL: N/A
Email: mariasoto_@hotmail.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

INTERNATIONAL CAREER DEVELOPMENT CENTER

Address: 6363 Wilshire Blvd #600
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.655.9100
Fax: 323.655.9191
Internet/URL: www.learncareer.com
Email: icdccollege@hotmail.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

INTERNATIONAL TECHNICAL SCHOOL INC

Address: 2714 Durfee Avenue
El Monte, CA 91732
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.575.4826
Fax: 626.575.7480
Internet/URL: www.its.edu
Email: apagmla@yahoo.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

INTERNATIONAL VOCATIONAL TRAINING

Address: 3665 Whittier Blvd
Los Angeles, CA 90023
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.980.8070
Fax: 323.980.8074
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

INTERNET EDUCATION CENTERS

Address: 870 Hampshire Rd, Ste A
Westlake Village, CA 91361
School Type: Proprietary (Private) Business and Technical Schools
Phone: 805.373.8803
Fax: 805.373.0258
Internet/URL: www.iec-west.com
Email: iecwest@iec-west.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ITT TECHNICAL INSTITUTE

Address: 1530 West Cameron Avenue
West Covina, CA 91790-2767
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.960.8681
Fax: 626.337.5271
Internet/URL: www.itt-tech.edu/
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: Yes
Diploma: No

APPENDIX B

IVY UNIVERSITY

Address:	1000 S Fremont Ave A12 Alhambra, CA 91803	Financial Aid:	No	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	Yes
Phone:	626.282.1096	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	626.282.8362	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.ivyuniv.edu	Counseling:	Yes	Certificate:	No
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

JOBS FOR PROGRESS INC, SER INST OF BUSINESS & TECHNOLOGY

Address:	15342 Hawthorne Bl #301 Lawndale, CA 90712	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	310.263.2650	Job Placement:	Yes	Bachelor Degree:	No
Fax:	310.263.2663	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.serjobswest.org	Counseling:	Yes	Certificate:	Yes
Email:	serjobswest@earthlink.net	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

JOBS FOR PROGRESS/SER SOUTH BAY

Address:	4346 South Street Lakewood, CA 90712	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	562.272.4272	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.531.4658	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.serjobswest.org	Counseling:	Yes	Certificate:	Yes
Email:	seracademy@earthlink.net	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

JORDAN-LOCKE COMMUNITY ADULT SCHOOL

Address:	325 E 111th Street Los Angeles, CA 90061	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	No	Master Degree:	No
Phone:	323.757.8296	Job Placement:	Yes	Bachelor Degree:	No
Fax:	323.757.9416	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

KAISER PERMANENTE SCHOOL OF ANAESTHESIA - NURSES

Address:	100 South Los Robles, Ste 550 Pasadena, CA 91188	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	626.564.3007	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.564.3099	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.kpsan.org	Counseling:	Yes	Certificate:	No
Email:	michael.j.boytim@kpsan.org	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

KELLER GRADUATE SCHOOL OF MANAGEMENT

Address:	22801 Roscoe Blvd West Hills, CA 91304	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	909.620.7182	Job Placement:	Yes	Bachelor Degree:	No
Fax:	818.587.6228	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.keller.edu	Counseling:	Yes	Certificate:	No
Email:	whillsctr@keller.edu	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	No		

KELLER GRADUATE SCHOOL OF MANAGEMENT

Address:	3880 Kilroy Airport Way Long Beach, CA 90806	Financial Aid:	No	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	562.988.0162	Job Placement:	No	Bachelor Degree:	No
Fax:	562.988.1532	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.keller.edu	Counseling:	Yes	Certificate:	No
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

KELLER GRADUATE SCHOOL OF MANAGEMENT INC.

Address:	901 Corporate Center Drive Pomona, CA 91768	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	909.865.0402	Job Placement:	No	Bachelor Degree:	No
Fax:	909.865.3863	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.keller.edu	Counseling:	Yes	Certificate:	Yes
Email:	whillsctr@keller.edu	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	No		

KENSINGTON UNIVERSITY

Address:	520 E Broadway, Ste 400 Glendale, CA 91205	Financial Aid:	Yes	Doctorate Degree:	Yes
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	Yes
Phone:	800.423.2495	Job Placement:	No	Bachelor Degree:	Yes
Fax:	818.240.1707	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.kensington.edu	Counseling:	No	Certificate:	Yes
Email:	kensington.edu@earthlink.net	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	No		

KOTAI REAL ESTATE SCHOOL

Address:	802 E Mission Rd San Gabriel, CA 91776	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	626.237.2170	Job Placement:	No	Bachelor Degree:	No
Fax:	626.287.0768	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

LA AMERICAN CAREER COLLEGE-GLENDALE

Address:	401 S Glenoaks Blvd, Ste 211 Burbank, CA 91502	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	818.500.8400	Job Placement:	Yes	Bachelor Degree:	No
Fax:	818.500.3987	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.intercoast.com	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

Address:	18501 E Gale Avenue, Ste 100 La Puente, CA 91740	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	No	Master Degree:	No
Phone:	626.810.3300	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.581.9107	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.lpvrop.org	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

LADERA CAREER PATHS TRAINING CENTERS

Address:	6820 La Tijera Blvd, Ste 217 Los Angeles, CA 90045	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	310.568.0244	Job Placement:	Yes	Bachelor Degree:	No
Fax:	310.568.8202	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

LARRY H LAYTON SCHOOL OF LAW

Address:	3807 West Sierra Hwy, Ste 206 Acton, CA 93510	Financial Aid:	No	Doctorate Degree:	Yes
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	No
Phone:	661.269.5291	Job Placement:	No	Bachelor Degree:	Yes
Fax:	661.269.5292	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.vanguardnews.com/layton.htm	Counseling:	No	Certificate:	No
Email:	laytonlaw@qnet.com	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

APPENDIX B

LARSON TRAINING CENTERS INC.

Address: 637 E Albertoni St, Ste 100
Carson, CA 90746
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.352.3811
Fax: 310.352.3818
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LAUSD EAST LOS ANGELES GARFIELD/EASTSIDE ADULT

Address: 831 N Bonnie Beach
Los Angeles, CA 90063
School Type: Public Adult Schools with Occupational Programs
Phone: 323.264.4057
Fax: 323.264.1937
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LAUSD-METROPOLITAN SKILLS CENTER

Address: 2801 West Sixth Street
Los Angeles, CA 90057
School Type: Public Adult Schools with Occupational Programs
Phone: 213.386.7269
Fax: 213.252.9435
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LEARNING TREE INTERNATIONAL

Address: 6053 W Century Blvd
Los Angeles, CA 90045
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.417.9700
Fax: 310.645.4762
Internet/URL: www.learningtree.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

LEE COLLEGE

Address: 8399 Topanga Canyon Blvd #200
West Hills, CA 91304
School Type: Community Colleges
Phone: 818.704.7272
Fax: 818.704.5343
Internet/URL: www.ceiccollege.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LEVY ADULT CENTER

Address: 2291 Washington Ave
Torrance, CA 90501
School Type: Public Adult Schools with Occupational Programs
Phone: 310.533.4689
Fax: 310.972.6399
Internet/URL: www.torranceadultschool.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LINCOLN SCHOOL OF TRUCKING

Address: 15051 Leffingwell Rd, Ste 105
Whittier, CA 90604
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.946.8311
Fax: 562.777.0985
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

LONG BEACH CAREER COLLEGE

Address: 5350 Atlantic Ave
Long Beach, CA 90805
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.422.9449
Fax: 562.422.8908
Internet/URL: www.pttslong.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LONG BEACH CITY COLLEGE

Address: 4901 East Carson Street
Long Beach, CA 90808-1780
School Type: Community Colleges
Phone: 562.938.4111
Fax: 562.938.4118
Internet/URL: www.lbcc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LONG BEACH CITY COLLEGE

Address: 1305 East Pacific Coast Hwy
Long Beach, CA 90806
School Type: Community Colleges
Phone: 562.938.3944
Fax: 562.938.3912
Internet/URL: www.lbcc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LONG BEACH USD SCHOOL FOR ADULTS

Address: 3701 East Willow
Long Beach, CA 90815
School Type: Public Adult Schools with Occupational Programs
Phone: 562.595.8893
Fax: 562.988.1486
Internet/URL: www.lbusd.k12.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES CITY COLLEGE

Address: 855 N Vermont Ave
Los Angeles, CA 90029
School Type: Community Colleges
Phone: 323.953.4000
Fax: N/A
Internet/URL: www.lacc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COLLEGE OF MICRO TECHNOLOGY

Address: 3440 Wilshire Blvd, Ste 1111
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.389.9781
Fax: 213.389.9692
Internet/URL: www.lamc.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COLLEGE OF MICRO TECHNOLOGY

Address: 821 South Flower Street
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.488.9928
Fax: 213.824.8740
Internet/URL: www.lacmt.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

APPENDIX B

LOS ANGELES COUNTY PASADENA ROP

Address: 1201 S Marengo Ave, Rop C154
Pasadena, CA 91106
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 626.441.4151
Fax: 626.441.4623
Internet/URL: www.lacoe.edu
Email: wilding_valerie@lacoropmail.org

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY ROP

Address: 9300 Imperial Hwy
Downey, CA 90242
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 562.922.6850
Fax: 562.928.1638
Internet/URL: acorop.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES HARBOR COLLEGE

Address: 1111 S Figueroa Place
Wilmington, CA 90744-2397
School Type: Community Colleges
Phone: 310.522.8200
Fax: 310.834.1882
Internet/URL: www.lahc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES MISSION COLLEGE

Address: 13356 Eldridge Avenue
Sylmar, CA 91342-3200
School Type: Community Colleges
Phone: 818.364.7600
Fax: 818.364.7826
Internet/URL: www.lamission.cc.ca.us
Email: info@lamission.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES OPPORTUNITIES INDUSTRIALIZATION CENTER

Address: 11100 S Western Ave
Los Angeles, CA 90047
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.754.3116
Fax: 323.754.7380
Internet/URL: www.laoic.org
Email: laoic@laoic.org

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES ORT TECHNICAL INSTITUTE

Address: 6435 Wilshire Blvd
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.966.5444
Fax: 323.966.5455
Internet/URL: www.laort.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES PIERCE COLLEGE

Address: 6201 Winnetka Avenue
Woodland Hills, CA 91371-0001
School Type: Community Colleges
Phone: 818.347.0551
Fax: 818.710.9844
Internet/URL: www.piercecollege.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

LOS ANGELES RECORDING WORKSHOP

Address: 5278 Lankershim Blvd
North Hollywood, CA 91601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.763.7400
Fax: 818.763.7447
Internet/URL: www.recordingcarer.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES SOUTHWEST COLLEGE

Address: 1600 West Imperial Highway
Los Angeles, CA 90047
School Type: Community Colleges
Phone: 323.241.5225
Fax: 323.241.5464
Internet/URL: www.lasc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES TRADE - TECHNICAL COLLEGE

Address: 400 West Washington Boulevard
Los Angeles, CA 90015-4108
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.744.9058
Fax: 213.748.7334
Internet/URL: www.lattc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES URBAN LEAGUE MILIKEN FAMILY LITERACY AND YOUTH TRNG CNTR

Address: 5414 South Crenshaw Boulevard
Los Angeles, CA 90043
School Type: Other Education
Phone: 323.292.8111
Fax: 323.292.7851
Internet/URL: www.laul.org
Email: lshaw@laul.org

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

LOS ANGELES VALLEY COLLEGE

Address: 5800 Fulton Avenue
Van Nuys, CA 91401-4096
School Type: Community Colleges
Phone: 818.947.2553
Fax: 818.947.2610
Internet/URL: www.lavc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)

Address: 855 N Vermont Avenue
Los Angeles, CA 90029
School Type: Community Colleges
Phone: 818.947.2941
Fax: 818.947.2490
Internet/URL: www.lavc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES

Address: 7900 Loyola Blvd
Los Angeles, CA 90045-2699
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.338.2700
Fax: 310.338.4466
Internet/URL: www.lmu.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

APPENDIX B

LYNWOOD ADULT SCHOOL

Address: 4050 Imperial Hwy
Lynwood, CA 90262
School Type: Public Adult Schools with Occupational Programs
Phone: 310.604.3096
Fax: 310.635.9107
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

MANUAL ARTS COMMUNITY ADULT SCHOOL

Address: 4131 South Vermont Avenue
Los Angeles, CA 90037
School Type: Public Adult Schools with Occupational Programs
Phone: 323.234.9177
Fax: 323.234.1310
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

MARIAN HEALTH CAREERS CENTER

Address: 3325 Wilshire Blvd, Ste 1213
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.388.3566
Fax: 213.388.9606
Internet/URL: www.mariancollege.com
Email: info@mariancollege.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

MARYMOUNT COLLEGE

Address: 30800 Palos Verdes Drive East
Rancho Palos Verde, CA 90275-6299
School Type: Community Colleges
Phone: 310.377.5501
Fax: 310.265.0962
Internet/URL: www.marymountpv.edu
Email: info@marymountpv.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

MASHDOTS COLLEGE

Address: 1545 N Verdugo Rd
Glendale, CA 91208
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 818.548.9345
Fax: 818.548.9342
Internet/URL: www.mashdotscollege.com
Email: mashdots@aol.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MASTER'S COLLEGE AND SEMINARY

Address: 21726 Placerita Canyon Road
Santa Clarita, CA 91321-1200
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 661.259.3540
Fax: 661.254.1998
Internet/URL: www.masters.edu
Email: enrollment@masters.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

MAXINE WATERS EMPLOYMENT PREPARATION CENTER

Address: 10925 S Central Ave
Los Angeles, CA 90059
School Type: Public Adult Schools with Occupational Programs
Phone: 323.564.1431
Fax: 323.566.0147
Internet/URL: N/A
Email: vbush@lausd.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

METROPOLITAN COLLEGIATE INSTITUTE

Address: 16661 Ventura Blvd, Ste 518
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.990.3100
Fax: 818.990.1811
Internet/URL: N/A
Email: mcica@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Address: 972 S Goodrich Ave
Commerce, CA 90022
School Type: Other Education
Phone: 323.890.1555
Fax: 323.890.1556
Internet/URL: www.maof.org
Email: maofinfo@maof.org

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MONROVIA ADULT SCHOOL

Address: 920 S Mountain Ave
Monrovia, CA 91016
School Type: Public Adult Schools with Occupational Programs
Phone: 626.471.3035
Fax: 626.471.3036
Internet/URL: N/A
Email: monic@lx.netcom.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MONTEREY PARK COLLEGE

Address: 583 S Monterey Pass Road
Monterey Park, CA 91754
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 626.576.2444
Fax: 626.576.2540
Internet/URL: www.montereyparkcollege.com
Email: scarroll@montereyparkcollege.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MORRIS CODY & ASSOC CALIFORNIA STATE PHARMACY BOARD REVIEW

Address: 590 N Vermont
Los Angeles, CA 90004
School Type: Other Education
Phone: 818.881.2500
Fax: 818.881.6963
Internet/URL: N/A
Email: info@morriscodey.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MOUNT ST. MARY'S COLLEGE

Address: 12001 Chalon Road
Los Angeles, CA 90049-1599
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.954.4000
Fax: 310.954.4259
Internet/URL: www.msmc.la.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MOVIOLA DIGITAL

Address: 1135 N Mansfield Ave
Hollywood, CA 90038
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.467.3108
Fax: 323.466.2522
Internet/URL: www.moviola.com
Email: edu@moviola.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

APPENDIX B

MT SAN ANTONIO COLLEGE

Address: 1100 N Grand Ave, Bldg 30
Walnut, CA 91789
School Type: Community Colleges
Phone: 909.594.5611
Fax: 909.468.4068
Internet/URL: www.mtsac.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MT SIERRA COLLEGE

Address: 101 East Huntington Dr
Monrovia, CA 91016
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.240.2500
Fax: 626.359.1378
Internet/URL: www.mtsierra.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MULTI MEDIA INSTITUTE

Address: 2505 E Palmdale Blvd, Ste J
Palmdale, CA 93550
School Type: Proprietary (Private) Business and Technical Schools
Phone: 661.265.7777
Fax: 661.265.7773
Internet/URL: www.multimedia.com
Email: sabrina@multimedia.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MULTI MEDIA INSTITUTE

Address: 17401 Ventura Blvd, Ste B17
Encino, CA 91316
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.788.1234
Fax: 818.788.7773
Internet/URL: www.multimedia.com
Email: laura@multimedia.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

NATIONAL COMPUTER TRAINING

Address: 11901 Santa Monica Boulevard,
West Los Angeles, CA 90025
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.207.2020
Fax: 310.966.6766
Internet/URL: N/A
Email: ntcwia@earthlink.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

NATIONAL EDUCATION CENTER, BRYMAN CAMPUS

Address: 18040 Sherman Way, Ste 400
Reseda, CA 91335
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.887.7911
Fax: 818.774.1577
Internet/URL: www.cci.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

NATIONAL INSTITUTE OF TECHNOLOGY

Address: 236 East Third Street
Long Beach, CA 90802
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.437.0501
Fax: 562.432.3721
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

NEW HORIZONS COMMUNITY LEARNING CENTER

Address: 333 N Glenoaks Blvd #401
Burbank, CA 91502
School Type: Proprietary (Private) Business and Technical Schools
Phone: 888.222.3380
Fax: 818.558.6287
Internet/URL: www.newhorizons.com
Email: registraation.burbank@newhorizons.com

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

NEW HORIZONS COMPUTER LEARNING CENTER

Address: 100 Corporate Point #195
Culver City, CA 90230
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.348.1144
Fax: 310.348.1970
Internet/URL: www.newhorizons.com
Email: registration.losangeles@newhorizons.com

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

NEW HORIZONS COMPUTER LEARNING CENTER INC

Address: 3901 Via Oro Ave #103
Long Beach, CA 90802
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.233.4900
Fax: 562.233.4909
Internet/URL: www.newhorizons.com
Email: info.orangecounty@newhorizons.com

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

NEW HORIZONS COMPUTER LEARNING CENTER OF THOUSAND OAKS

Address: 920 Hampshire Road, Ste S
Westlake Village, CA 91361
School Type: Proprietary (Private) Business and Technical Schools
Phone: 805.496.9690
Fax: 805.496.9780
Internet/URL: www.newhorizons.com
Email: sales.thousandoaks@newhorizons.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

NEWTON INTERNATIONAL COLLEGE

Address: 2975 Wilshire Blvd, Ste 200
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.380.7899
Fax: 213.380.7499
Internet/URL: www.nac.edu
Email: main@nac.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

NORTH AMERICAN COMPUTER CONSULTANT

Address: 1110 N Brand Avenue, Ste 200
Glendale, CA 91202
School Type: Proprietary (Private) Business and Technical Schools
Phone: 888.813.6222
Fax: 818.637.2934
Internet/URL: www.nacc.cc
Email: mkhoe@nacc.cc

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

NORTH VALLEY OCCUPATIONAL CENTER

Address: 11450 Sharp Avenue
Mission Hills, CA 91345
School Type: Public Adult Schools with Occupational Programs
Phone: 818.365.9645
Fax: 818.365.2695
Internet/URL: www.lausd.k12.ca.us
Email: galvanrp@aol.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

APPENDIX B

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	530 East Union St Pasadena, CA 91101	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.960.5046	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.796.5815	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchefff@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	2121 W Garvey Ave North West Covina, CA 91790	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.960.5046	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.960.9190	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchefff@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	134 W Holt Avenue Pomona, CA 91768	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	909.623.1552	Job Placement:	Yes	Bachelor Degree:	No
Fax:	909.623.3578	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchefff@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	124 South Glendale Avenue Glendale, CA 91205	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	818.242.0205	Job Placement:	Yes	Bachelor Degree:	No
Fax:	818.247.8220	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchefff@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

NORWALK-LA MIRADA ADULT SCHOOL

Address:	15711 Pioneer Blvd Norwalk, CA 90650-5849	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.868.9858	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.863.2159	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

NOVA/EDUCORP INSTITUTE OF HEALTH TECH.

Address:	236 E Third Street Long Beach, CA 90802	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.437.0501	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.432.3721	Career Devel.:	Yes	Associate Degree:	Yes
Internet/URL:	www.natl-institute-tech.com	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NURSING LEARNING CENTER

Address:	2630 E 4th St Long Beach, CA 90814	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.987.3651	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.433.1471	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

OTIS COLLEGE OF ART & DESIGN

Address: 9045 Lincoln Blvd
Los Angeles, CA 90045
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.527.6847
Fax: 310.665.6821
Internet/URL: www.otisart.edu
Email: otisart@otisart.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

PACIFIC STATES UNIVERSITY

Address: 1516 South Western Avenue
Los Angeles, CA 90006
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 888.200.0383
Fax: 323.731.7276
Internet/URL: www.psuca.edu
Email: admission@psuca.edu

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

PACIFIC WESTERN UNIVERSITY

Address: 1650 Westwood Blvd, Ste 205
Los Angeles, CA 90024
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.423.3244
Fax: 310.446.5288
Internet/URL: www.pwu-ca.edu
Email: admissions@pwu-ca.edu

Financial Aid:	No	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

PACOIMA SKILLS CENTER

Address: 13545 Van Nuys Blvd
Pacoima, CA 91331
School Type: Other Education
Phone: 818.896.9558
Fax: 818.899.7087
Internet/URL: www.lausd.k12.ca.us/pacoima-skills-ctr
Email: pacoima-skills-ctr@lausd.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

PARALEGAL TRAINING CENTERS

Address: 110 S Rosemead Blvd, Ste H
Pasadena, CA 91107
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.583.4742
Fax: 626.396.9933
Internet/URL: www.paralegaltrainingcenters.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

PARAMOUNT ADULT EDUCATION CENTER

Address: 14507 Paramount Blvd
Paramount, CA 90723-4378
School Type: Public Adult Schools with Occupational Programs
Phone: 562.602.6080
Fax: 562.634.7339
Internet/URL: N/A
Email: paramount@otan.dni.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

PARAMOUNT PROPERTIES SCHOOL OF REAL ESTATE

Address: 9338 Reseda Blvd #102
Northridge, CA 91324
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.349.9997
Fax: 818.349.0212
Internet/URL: www.paramountproperties.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

APPENDIX B

PASADENA CITY COLLEGE

Address: 1570 East Colorado Boulevard
Pasadena, CA 91106-2003
School Type: Community Colleges
Phone: 626.585.7123
Fax: 626.585.7915
Internet/URL: www.paccd.cc.ca.us
Email: admissions@paccd.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

PEPPERDINE UNIVERSITY

Address: 24255 Pacific Coast Highway
Malibu, CA 90263-4392
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.506.4000
Fax: 310.506.4861
Internet/URL: www.pepperdine.edu
Email: admission@pepperdine.edu

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

PLATT COLLEGE

Address: 10900 E 183rd Street, Ste 290
Cerritos, CA 90703
School Type: Community Colleges
Phone: 562.809.5100
Fax: 562.809.7100
Internet/URL: www.plattedu.com
Email: randy@plattedu.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

PLOTKINS SCHOOL OF CONTINUING EDUCATION

Address: 11819 Firestone Blvd
Norwalk, CA 90650
School Type: Public Adult Schools with Occupational Programs
Phone: 562.929.1817
Fax: 562.868.1468
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

POMONA ADULT SCHOOL

Address: 1515 W Mission
Pomona, CA 91766
School Type: Public Adult Schools with Occupational Programs
Phone: 909.469.2333
Fax: 909.623.3841
Internet/URL: www.pusd.org/ace
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

PRACTICAL DATA PROCESSING SCHOOL

Address: 11515 Artesia Blvd
Artesia, CA 90701
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.402.7209
Fax: 562.865.2658
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

PRACTICAL DATA PROCESSING SCHOOL

Address: 840 S Myrtle Ave
Monrovia, CA 91016
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.358.9555
Fax: 626.359.5855
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

PREFERRED TRAINING CENTER

Address: 14536 Roscoe Blvd, Ste 211
Panorama City, CA 91402
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.830.0058
Fax: N/A
Internet/URL: N/A
Email: preferredcdc@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

PREMIER SCHOOLS INC.

Address: 11600 West Olympic Boulevard
Los Angeles, CA 90064
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.312.8867
Fax: 310.478.4043
Internet/URL: www.premierschools.com
Email: info@premierschools.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

PREMIER TRAINING CENTERS

Address: 3025 E Ave "s"
Palmdale, CA 93551
School Type: Proprietary (Private) Business and Technical Schools
Phone: 661.274.8588
Fax: 661.274.8610
Internet/URL: N/A
Email: ptcschool@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

PREMIERE CAREER COLLEGE

Address: 12901 Ramona Blvd, Ste D
Irwindale, CA 91706
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.814.2080
Fax: 626.814.3242
Internet/URL: www.premcol.com
Email: premiere@premcol.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

PREP REAL ESTATE PROGRAMS INC.

Address: 24007 Ventura Blvd, Ste 110
Calabasas, CA 91302
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.222.7993
Fax: 818.222.8150
Internet/URL: www.revei.com
Email: reedvideo@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

PROFESSIONAL BUSINESS SERVICES

Address: 3545 Long Beach Blvd, #320
Long Beach, CA 90807
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.989.5526
Fax: 562.427.7432
Internet/URL: www.drakeusa.com
Email: tgeiling@drakeusa.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

PROFESSIONAL DEVELOPMENT SYSTEMS

Address: 1125 West 6th Street, Ste 307
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.596.5750
Fax: 562.596.0179
Internet/URL: www.mfasttrack.com
Email: pdi@millenia.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

APPENDIX B

PROFESSIONAL DEVELOPMENT SYSTEMS

Address: 5555 Stearns St, Ste 206
Long Beach, CA 90815
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.596.5750
Fax: 562.596.0179
Internet/URL: www.mfasttrack.com
Email: pds@millenia.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

PROTON TECHNOLOGY GROUP INC

Address: 22122 Sherman Way, Ste 303
Canoga Park, CA 91303
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.227.3555
Fax: 818.227.3559
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

REAL ESTATE TRAINERS INC.

Address: 6733 S Sepulveda, Ste 130
Los Angeles, CA 90045
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.282.2352
Fax: N/A
Internet/URL: www.retrainers.com
Email: info@retrainers.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

REBECCA'S VOCATIONAL SCHOOL

Address: 196 W Halt St
Pomona, CA 91768
School Type: Proprietary (Private) Business and Technical Schools
Phone: 909.622.3805
Fax: 909.622.2994
Internet/URL: N/A
Email: rebec.268@gointernet.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

RIGHTWAY COMPUTER TRAINING CENTER

Address: 879 W 190th Street, Ste 200
Gardena, CA 90248
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.523.2009
Fax: 310.523.1780
Internet/URL: www.rightway.com
Email: info@rightway.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

RIGHTWAY COMPUTER TRAINING CENTERS, INC.

Address: 1270 E Garvey Ave N, Ste 240
Covina, CA 91724
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.331.5667
Fax: 626.331.5107
Internet/URL: www.rightway.com
Email: info@rightway.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

RIO HONDO COLLEGE

Address: 3600 Workman Mill Road
Whittier, CA 90601-1699
School Type: Community Colleges
Phone: 562.692.0921
Fax: 562.699.7386
Internet/URL: www.rh.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

ROMAN WARD TECHNICAL INSTITUTE

Address: 4141 S Figueroa St
Los Angeles, CA 90015
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.747.8889
Fax: 213.747.8434
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ROOSEVELT BILINGUAL COMMUNITY ADULT SCHOOL

Address: 456 South Matthews Street
Los Angeles, CA 90033
School Type: Public Adult Schools with Occupational Programs
Phone: 323.263.9388
Fax: 323.263.5040
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

ROSS BUSINESS INSTITUTE

Address: 229 E Palm Avenue, Ste 200
Burbank, CA 91502
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.557.7677
Fax: 818.562.4881
Internet/URL: www.rbiworks.com
Email: srbiz@aol.com

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ROWLAND UNIFIED SCHOOL DISTRICT ADULT EDUCATION

Address: 19100 East Killian Ave
Rowland Heights, CA 91748
School Type: Public Adult Schools with Occupational Programs
Phone: 626.965.5975
Fax: 626.854.1191
Internet/URL: www.rhs.rowland.k12.ca.us
Email: rbettar@mail.rowland.k12.ca.us

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ROYAL REAL ESTATE SCHOOL

Address: 230 S Garfield Ave # 200
Monterey Park, CA 91755
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.571.8118
Fax: 626.571.8824
Internet/URL: N/A
Email: royalschool@msn.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM

Address: 1460 East Holt Ave, Ste 12
Pomona, CA 91767
School Type: Public Adult Schools with Occupational Programs
Phone: 909.469.2304
Fax: 909.620.5770
Internet/URL: www.pusd.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

SANTA MONICA COLLEGE

Address: 1900 Pico Blvd
Santa Monica, CA 90405
School Type: Community Colleges
Phone: 310.434.4000
Fax: 310.434.3709
Internet/URL: www.smc.edu
Email: admissions@smc.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

APPENDIX B

SOUND MASTER RECORDING ENGINEER SCHLS/AUDIO-VIDEO INSTITUTE

Address: 10747 Magnolia Boulevard
North Hollywood, CA 91601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.650.8000
Fax: 818.506.8926
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

SOUTH BAY ADULT SCHOOL

Address: 3401 Inglewood Ave
Redondo Beach, CA 90278
School Type: Public Adult Schools with Occupational Programs
Phone: 310.937.3340
Fax: 310.937.3345
Internet/URL: www.southbayadult.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

SOUTH CENTRAL COMMUNITY CENTER

Address: 7518-26 South Vermont Avenue
Los Angeles, CA 90044
School Type: Public Adult Schools with Occupational Programs
Phone: 323.752.2115
Fax: 323.752.1799
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

SOUTH GATE COMMUNITY ADULT SCHOOL

Address: 3351 Firestone Boulevard
South Gate, CA 90280
School Type: Public Adult Schools with Occupational Programs
Phone: 323.569.7104
Fax: 323.569.7107
Internet/URL: N/A
Email: sgcas@lausd

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

SOUTHEAST PROFESSIONAL CAREER COLLEGE

Address: 3941 Tweedy Blvd
South Gate, CA 90280
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.566.8086
Fax: 323.566.1848
Internet/URL: N/A
Email: sepcareercollege@msn.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

Address: 20122 Cabrillo Lane
Cerritos, CA 90703-7661
School Type: Public Adult Schools with Occupational Programs
Phone: 562.403.7382
Fax: 562.860.1829
Internet/URL: www.southeastrop.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)

Address: 2300 Crenshaw Blvd
Torrance, CA 90501
School Type: Public Adult Schools with Occupational Programs
Phone: 310.224.4200
Fax: 310.224.4219
Internet/URL: www.scroc.k12.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

ST FRANCIS CAREER COLLEGE

Address: 3680 W Imperial Hwy
Lynwood, CA 90262
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.603.1830
Fax: 310.669.8227
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

SUTECH SCHOOL

Address: 3427 East Olympic Boulevard
Los Angeles, CA 90023
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.262.3210
Fax: 323.262.0459
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

TECHNICAL COLLEGE

Address: 6606 Pacific Blvd, Ste 204
Huntington Park, CA 90255
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.587.2364
Fax: 323.587.3680
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TELLER TRAINING ACADEMY INC.

Address: 17100 Norwilk Blvd, Ste 106
Cerritos, CA 90703
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.402.8214
Fax: 562.402.8210
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TESTIMONIAL COMMUNITY LOVE CENTER

Address: 5721 S Western Ave
Los Angeles, CA 90062
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.291.6753
Fax: 323.292.1512
Internet/URL: N/A
Email: cindytlc@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TORO SCHOOL OF TRUCK DRIVING

Address: 9631 E Alondra Blvd #204
Bellflower, CA 90706
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.920.7788
Fax: 562.920.2085
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

TORRANCE HAMILTON ADULT SCHOOL

Address: 2606 W 182nd Street
Torrance, CA 90504
School Type: Public Adult Schools with Occupational Programs
Phone: 310.533.4459
Fax: 310.533.4706
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

APPENDIX B

TOURO UNIVERSITY INTERNATIONAL

Address: 10542 Calle Lee, Ste 102
Los Alamitos, CA 90720
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 714.816.0366
Fax: 714.816.0367
Internet/URL: www.tourou.edu
Email: infocba@tourou.edu

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRANSPORTATION GUIDANCE AND ASSISTANCE TRUCK DRIVING SCHOOL

Address: 2332 Peck Rd, Ste 190
Whittier, CA 90601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.692.3109
Fax: 562.692.0820
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRAVEL AND TRADE CAREER INSTITUTE

Address: 3635 Atlantic Avenue
Long Beach, CA 90807
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.426.8841
Fax: 562.988.0464
Internet/URL: www.gottci.com
Email: ttc_admissions@hotmail.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Address: 12519 East Washington Blvd
Whittier, CA 90602
School Type: Public Adult Schools with Occupational Programs
Phone: 562.698.9571
Fax: 562.945.0687
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRI-COMMUNITY ADULT EDUCATION

Address: 342 South Fourth Street
Covina, CA 91723
School Type: Public Adult Schools with Occupational Programs
Phone: 626.974.6801
Fax: 626.974.6815
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

UCLA GRADUATE SCHOOL OF EXECUTIVE MANAGEMENT EDUCATION PROGRAM

Address: 110 Westwood Plaza #a101d
Los Angeles, CA 90095
School Type: Public 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.825.2032
Fax: 310.206.7539
Internet/URL: www.anderson.ucla.edu
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

UCRA CAREER SCHOOL

Address: 1670 Hillhurst Ave #201
Los Angeles, CA 90027
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.913.1856
Fax: 323.913.2751
Internet/URL: www.ucra.org
Email: ucrainfo@pacbell.net

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES COUNTY TRAINING PROVIDERS

UNION CONTRACTORS LICENSE COURSES

Address: 2323 W 8th Street, Ste 200
Los Angeles, CA 90057
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.368.5200
Fax: 213.487.6832
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

UNION INSTITUTE

Address: 6310 San Vicente Bl, Ste 107
Los Angeles, CA 90048-5426
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.936.8328
Fax: 323.936.0539
Internet/URL: www.tui.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL

Address: 1400 South Goodrich Boulevard
City Of Commerce, CA 90040
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.727.0409
Fax: 323.721.9368
Internet/URL: www.ucra.org
Email: infoucra@pacbell.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

UNITED EDUCATION INSTITUTE

Address: 3727 W Sixth Street, Ste 317
Los Angeles, CA 90020
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.427.3700
Fax: 213.487.1090
Internet/URL: www.uei-edu.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

UNITED EDUCATION INSTITUTE

Address: 6812 Pacific Boulevard
Huntington Park, CA 90255
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.427.3700
Fax: 323.588.5484
Internet/URL: www.ueiglobal.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

UNITED EDUCATION INSTITUTE

Address: 7335 Van Nuys Boulevard, Ste 1
Van Nuys, CA 91405
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.756.1200
Fax: 818.994.2607
Internet/URL: www.ueiglobal.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

UNITED STATES TRUCK DRIVING SCHOOL

Address: 924 W Rialto Ave
Walnut, CA 92376
School Type: Proprietary (Private) Business and Technical Schools
Phone: 909.875.8000
Fax: 909.875.9889
Internet/URL: www.ustruck.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

APPENDIX B

UNIVERSAL TRUCK DRIVING SCHOOL

Address:	3131 1/2 S Flower St Los Angeles, CA 90007	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	213.745.6244	Job Placement:	Yes	Bachelor Degree:	No
Fax:	213.745.5044	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES

Address:	10995 Le Conte Avenue Los Angeles, CA 90024-1345	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	No
Phone:	310.825.7729	Job Placement:	Yes	Bachelor Degree:	No
Fax:	310.206.2337	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.ucla.com	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	Yes		

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Address:	405 Hilgard Avenue Los Angeles, CA 90095	Financial Aid:	Yes	Doctorate Degree:	Yes
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	310.825.3101	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	310.206.2337	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.ucla.edu	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

UNIVERSITY OF JUDAISM

Address:	15600 Mulholland Drive Bel Air, CA 90077	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	310.476.9777	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	310.471.3657	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.uj.edu	Counseling:	Yes	Certificate:	No
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

UNIVERSITY OF LA VERNE

Address:	1950 Third Street La Verne, CA 91750-9984	Financial Aid:	Yes	Doctorate Degree:	Yes
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	909.593.3511	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	909.392.2759	Career Devel.:	Yes	Associate Degree:	Yes
Internet/URL:	www.ulv.edu	Counseling:	Yes	Certificate:	No
Email:	admissions@ulv.edu	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	Yes		
		ESL:	Yes		

UNIVERSITY OF NEW HAVEN

Address:	8700 Beverly Blvd Los Angeles, CA 90048-1865	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	No
Phone:	800.342.5864	Job Placement:	No	Bachelor Degree:	No
Fax:	N/A	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.unhca.com	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING CENTER)

Address:	5955 De Soto Ave, Ste 200 Woodland Hills, CA 91367	Financial Aid:	Yes	Doctorate Degree:	Yes
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	800.888.1968	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	714.968.8649	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.phoenix.edu	Counseling:	Yes	Certificate:	Yes
Email:	stevenbeck@phoenix.edu	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

UNIVERSITY OF SOUTHERN CALIFORNIA

Address: University Park, Room 800
Los Angeles, CA 90089-0031
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 213.740.7939
Fax: 213.746.9433
Internet/URL: www.usc.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	No
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

UNIVERSITY OF WEST L A

Address: 1155 West Arbor Vitae St
Inglewood, CA 90301
School Type: Community Colleges
Phone: 310.342.5203
Fax: 310.342.5296
Internet/URL: www.uwla.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

UNIVERSITY-PALISADES COMMUNITY ADULT SCHOOL

Address: 11800 Texas Avenue
Los Angeles, CA 90025
School Type: Public Adult Schools with Occupational Programs
Phone: 310.477.2084
Fax: 310.477.9856
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

US TRUCK DRIVING SCHOOL

Address: 1200 E Slauson, Stes 1 - 2
Santa Fe Springs, CA 90670
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.797.7364
Fax: 562.696.9917
Internet/URL: www.ustruck.com
Email: sfs@ustruck.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

VAN NUYS COMMUNITY ADULT SCHOOL

Address: 6535 Cedros Avenue
Van Nuys, CA 91411
School Type: Public Adult Schools with Occupational Programs
Phone: 818.785.5427
Fax: 818.782.8354
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

VENICE COMMUNITY ADULT SCHOOL

Address: 13000 Venice Boulevard
Los Angeles, CA 90066
School Type: Public Adult Schools with Occupational Programs
Phone: 310.306.8111
Fax: 310.306.7336
Internet/URL: N/A
Email: venicecas@lausd.k12.us.ca

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

VENICE SKILLS CENTER

Address: 611 Fifth Avenue
Venice, CA 90291
School Type: Other Education
Phone: 310.392.4153
Fax: 310.314.7535
Internet/URL: www.veniceskills.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

APPENDIX B

WEBSTER UNIVERSITY (MARYMOUNT UNIVERSITY)

Address: 30800 Palos Verdes Dr E
Rancho Palos Verde, CA 90275
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.377.7742
Fax: 310.377.6223
Internet/URL: www.webster.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	Yes
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

WEIMER CAREER INSTITUTE

Address: 2040 Avenue Of The Stars, 4th
Los Angeles, CA 90067
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.553.7370
Fax: 310.553.5223
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

WEST COAST UNIVERSITY

Address: 4021 Rosewood Ave 3rd Fl
Los Angeles, CA 90004
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 323.906.2248
Fax: 323.953.2248
Internet/URL: www.westcoastuniversity.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

WEST LOS ANGELES COLLEGE

Address: 4800 Freshman Drive
Culver City, CA 90230-3500
School Type: Community Colleges
Phone: 310.287.4200
Fax: 310.287.7327
Internet/URL: www.wlac.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

WEST VALLEY OCCUPATIONAL CENTER

Address: 6200 Winnetka Avenue
Woodland Hills, CA 91367-3899
School Type: Public Adult Schools with Occupational Programs
Phone: 818.346.3540
Fax: 818.346.3858
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

WESTCHESTER-WASHINGTON COMMUNITY ADULT SCHOOL

Address: 8810 Emerson Avenue
Los Angeles, CA 90045
School Type: Public Adult Schools with Occupational Programs
Phone: 310.258.2000
Fax: 310.645.8043
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

WESTECH COLLEGE

Address: 500 W Mission Blvd
Pomona, CA 91766
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 909.622.6486
Fax: 909.622.5045
Internet/URL: www.westechcollege.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES COUNTY TRAINING PROVIDERS

WESTERN UNIVERSITY OF HEALTH SCIENCES

Address: 309 E 2nd St
Pomona, CA 91766-1889
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 909.623.6116
Fax: 909.469.5357
Internet/URL: www.westernu.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

WESTSIDE CENTER FOR INDEPENDENT LIVING INC. COMPUTER TRAINING

Address: 11201 S La Cienega Blvd
Los Angeles, CA 90045
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 310.568.0107
Fax: 310.568.1015
Internet/URL: www.wcil.org
Email: esmanager@wcil.org

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

WESTWOOD COLLEGE OF TECHNOLOGY

Address: 3460 Wilshire Blvd, Fl 6 & 7
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.739.9999
Fax: 213.382.2468
Internet/URL: www.westwood.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: No

WHITTIER ADULT SCHOOL

Address: 9401 South Painter Avenue
Whittier, CA 90605
School Type: Public Adult Schools with Occupational Programs
Phone: 562.698.8121
Fax: 562.693.5354
Internet/URL: www.whittieradulthoodschool.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

WHITTIER COLLEGE

Address: 13406 East Philadelphia Street
Whittier, CA 90608-0634
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 562.907.4200
Fax: 562.907.4999
Internet/URL: www.whittier.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

WILSHIRE REAL ESTATE SCHOOL

Address: 3701 Wilshire Blvd, Ste 414
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.385.1005
Fax: 213.387.0683
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

WILSON-LINCOLN COMMUNITY ADULT SCHOOL

Address: 4500 Multnomah St
Los Angeles, CA 90032
School Type: Public Adult Schools with Occupational Programs
Phone: 323.223.3311
Fax: 323.221.0543
Internet/URL: www.lausd.k12.ca.us/wilsoncas
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

APPENDIX B

YUIN UNIVERSITY

Address:	2007 E Compton Blvd Compton, CA 90221	Financial Aid:	No	Doctorate Degree:	Yes
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	Yes
Phone:	310.609.2704	Job Placement:	No	Bachelor Degree:	Yes
Fax:	310.609.1415	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.yuin.edu	Counseling:	No	Certificate:	No
Email:	cyu@yuin.edu	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

APPENDIX C

ONE-STOP CENTERS

The Workforce Investment Act (WIA) of 1998 provides the framework for a national workforce preparation and employment system. This system is intended to be customer-focused and to help Americans access the tools they need to manage their careers. The system is also intended to help companies find the skilled workers they need to compete and succeed in business.

WIA services are provided through a One-Stop delivery system. One-Stop centers provide a full range of services, including employment, training and educational services for job seekers. In addition, comprehensive employer services, including resources for placing job orders, obtaining referrals, labor market data, information on training resources and business assistance is offered.

For further information on the WIA or the One-Stop delivery system, please visit http://www.calmis.org/workforce_development

APPENDIX C

LOS ANGELES COUNTY ONE-STOP CENTERS

Antelope Valley One-Stop Career Center	1420 West Avenue I Lancaster, CA 93534	661.726.4128
Career Partners One-Stop Career Center	3505 North Hart Ave Rosemead, CA 91770	626.572.7272
Carson, Lomita, Torrance Workforce Investment	One Civic Plaza, Ste 500 Carson, CA 90745	310.518.8100
Compton Careerlink One-Stop Career Human Services Center	700 North Bullis Road Compton, CA 90221	310.605.3050
East Los Angeles One-Stop Career Center	215 West Pomona Blvd, Ste 300 Monterey Park, CA 91754	323.887.7122
East Los Angeles Workforce Investment Board	10900 183rd Street, Ste 350 Cerritos CA, 90703	562.402.9336
El Proyecto Del Barrio Career Center	8902 Woodman Ave Arleta, CA 91331	818.830.7080
Foothill Employment Training Connection One-Stop Career Center	1207 East Green St Pasadena, CA 91106	626.796.5627
JVS/West Hollywood One-Stop Career Center	6505 Wilsher Blvd, Ste 200 Los Angeles, CA 90048	323.761.8888
Hub Cities Consortium Career Center	2677 Zoe Ave, 2nd Floor Huntington Park, CA 90255	323.586.4700
North E. San Fernando One-Stop Career Center	11623 Glenoaks Pacoima, CA 91331	818.890.9400
LA Works One-Stop Career Center	5200 Irwindale Ave Irwindale, CA 91706	626.960.3964
Boeing Career Transition Center Long Beach	3855 Lakewood Blvd Long Beach, CA 90846	562.593.7418
Long Beach Career Transition Center	3447 Atlantic Ave Long Beach, CA 90802	562.570.3700
Long Beach Youth Opportunity Center	350 Long Beach Blvd Long Beach, CA 90802	562.570.4700
Mid-San Gabriel Valley One-Stop Career Center	10503 East Valley Blvd El Monte, CA 91731	626.258.0365
City of Pomona One-Stop Career Center	264 East Monterey Ave Pomona, CA 91767	909.623.9741
Santa Clarita One-Stop Career Center	21515 Soledad Canyon Rd, #121 Santa Clarita, CA 91350	661.284.2573

ONE-STOP CENTERS

SASSFA One-Stop Career Center	9825 Painter Ave Whittier, CA 90605	562.946.2237
South Bay One-Stop Career Center-Administrative Office	One Manchester Blvd, 4th Floor Inglewood, CA 90301	310.970.7700
Los Angeles Urban League South Central One-Stop Career Center	2930 West Imperial Hwy, Ste 503 Inglewood, CA 90303	323-779-2199
Torrance One-Stop Career Center	1220 Engracia Ave Torrance, CA 90501	310.782.3200
Verdugo Job Center	1255 South Central Avenue Glendale, CA 91204	818.409.0477

CITY OF LOS ANGELES ONE-STOP LEAD AND SATELLITE AGENCIES

Boyle Heights One-Stop Satellite: United Community Resources Agency	1260 S. Soto St, Ste 16 Los Angeles, CA 90023	323.265.2278
Canoga Park Career Resource Center One-Stop Lead: The Training Institute	21515 Vanowen St, Ste 116 Canoga Park, CA 91303	818.596.4448
Central City North Satellite: Chinatown Service Center	767 N. Hill St, Ste 400 Los Angeles, CA 90012	213.253.0880
Chatsworth-Northridge One-Stop Lead: Build Rehabilitation Industries	20500 Nordhoff St Chatsworth, CA 91311	818.701.9800
Downtown Central City One-Stop Lead: Chicana Service Action Center	315 W. 9th St, Ste 101 Los Angeles, CA 90015	213.629.5800
Harbor One-Stop Career Center Lead: Carson/Lomita/Torrance PIC	1851 N. Gaffey St, Ste F San Pedro, CA 90731	310.732.5700
Hollywood One-Stop Satellite: MCS Rehabilitation	6464 Sunset Blvd, Ste 430 Los Angeles, CA 90028	323.960.1300
Housing Authority City of Los Angeles	520 S. La Fayette Park Pl, Ste 400 Los Angeles, CA 90057	213.252.6100
Marina Del Rey-Mar Vista One-Stop Lead: Career Planning Center	13160 Mindanao Way, Ste 240 Marina Del Rey, CA 90292	310.309.6000
North Hollywood Work & Source Center Satellite: Career Encores	6180 Laurel Canyon Blvd, Ste 325 North Hollywood, CA 91606	818.763.1600
Northeast E. One-Stop Lead: CHARO Community Development Corp.	3951 East Medford St Los Angeles, CA 90063	323.268.1100
Northeast LA Satellite One-Stop	342 San Fernando Rd Los Angeles, CA 90031	323.223.1211
Palms-Mar Vista One-Stop Lead: West Area Opportunity Center (CASA)	11251 National Blvd Los Angeles, CA 90064	310.478.7333
South Central LA One-Stop Lead: Community Centers, Inc.	7518-26 S. Vermont Ave Los Angeles, CA 90044	323.752.2115

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Southeast LA-Crenshaw One-Stop Lead: UAW-LETC	3500 S. Figueroa St, Ste 201 Los Angeles, CA 90007	213.743.3950
Southeast LA-Watts One-Stop Lead: Watts Labor Community Action Committee	10950 S. Central Ave Los Angeles, CA 90059	323.563.4702
Work Source Sun Valley One-Stop Lead: El Proyecto Del Barrio	9024 Laurel Canyon Blvd Sun Valley, CA 91352	818.504.0334
TTI Valley One-Stop Lead: The Training Institute	15400 Sherman Way, Ste 140 Van Nuys, CA 91406	818.781.2522
West Adams-Baldwin Hills One-Stop Lead: Los Angeles Urban League	2900 Crenshaw Blvd Los Angeles, CA 90016	323.732.7867
Westchester-Playa Del Rey One-Stop Satellite: Workforce Investment Network/South Bay PIC	8929 S. Sepulveda Blvd, Ste 400 Los Angeles, CA 90045	310.665.0540
Westlake One-Stop Work Source Center Lead: Pacific Asian Consortium in Employment	1541 Wilshire Blvd, Ste 407 Los Angeles, CA 90017	213.353.1677
Wilshire-Koreatown One-Stop Lead: Advanced Computing Institute	3470 Wilshire Blvd, Ste 1100 Los Angeles, CA 90010	213.736.8567
Wilshire-Metro Center One-Stop Lead: Community Career Development	3550 Wilshire Blvd, Ste 500 Los Angeles, CA 90005	213.365.9829

APPENDIX D

LOCAL PARTNERS

The California Cooperative Occupational Information System (CCOIS) is a partnership of state and local agencies that produce regional occupational and labor market information. It is a statewide program that is operational at 32 agency sites, representing 58 counties throughout California. The local agencies, referred to as Local Partners, consist of Workforce Development Boards, local Workforce Investment Boards, and other workforce investment and economic development agencies. The City of Long Beach Workforce Development Bureau, which produces the Los Angeles County Occupational Outlook Report, is considered one of the 32 local partners.

APPENDIX D

ALAMEDA

Oakland Private Industry Council
1212 Broadway - Suite 200
Oakland, CA 94612
Phone: 510.768.4400
Fax: 510.451.4049

BUTTE

Butte Community Employment Center
78 Table Mountain Blvd
Oroville, CA 95965
Phone: 530.538.5378
Fax: 530.534.5341

CONTRA COSTA

Workforce Development Board of Contra Costa County
2425 Bisso Lane - Suite 100
Concorde, CA 94520-4817
Phone: 925.646.5239
Fax: 925.646.5517

FRESNO

Fresno Workforce Development Board
1999 Tuolumne St - Suite 700
Fresno, CA 93721
Phone: 559.233.4500
Fax: 559.498.7654

GOLDEN SIERRA

Golden Sierra Job Training Agency
117 New Mohawk Rd – Suite E
Nevada City, CA 95959
Phone: 530.823.4631
Fax: 530.885.5579

HUMBOLDT

Humboldt County Employment & Training Department
930 Sixth Street
Eureka, CA 95501
Phone: 707.441.4642
Fax: 707.445.6228

IMPERIAL

Workforce Investment Board of Imperial County
2995 S. 4th Street, Suite 101
El Centro, CA 92243
Phone: 760.353.5050
Fax: 760.337.5030

KERN/INYO/MONO

Employers' Training Resource
2001 28th Street
Bakersfield, CA 93301
Phone: 805.336.6849
Fax: 805.336.6858

KINGS

Job Training Office
Kings County Government Center
Hanford, CA 93230
Phone: 559.585.3538
Fax: 559.585.7398

MADERA

Madera County Workforce Development Office
209 East 7th Street
Madera, CA 93638
Phone: 559.662.4500
Fax: 559.673.1794

MENDOCINO

Mendocino Private Industry Council, Inc
630 Kings Court - Suite 204
Ukiah, CA 95482
Phone: 707.468.1402
Fax: 707.468.0408

MERCED

Merced County Private Industry Training Department
1880 West Wardrobe Ave
Merced, CA 95340
Phone: 209.385.7324
Fax: 209.725.3592

MONTEREY BAY

Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93902
Phone: 831.759.6644
Fax: 831.755.3246

MOTHER LODGE

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora, CA 95370
Phone: 209.533.3396
Fax: 209.533.1079

NORTEC

Butte Community Employment Center
78 Table Mountain Blvd
Oroville, CA 95965
Phone: 530.538.7301
Fax: 530.343.5341

NORTH BAY

North Bay Employment Connection (NBEC)
1700 Second Street – Suite 378
Napa, CA 94559
Phone: 707.259.8764
Fax: 707.259.8681

NORTH CENTRAL

North Central Counties Consortium
1215 Plumas Street - Suite 1800
Yuba City, CA 95991
Phone: 530.751.8209
Fax: 530.822.7150

NOVA

(SANTA CLARA & SAN MATEO)

505 West Olive Ave – Suite 550
Sunnyvale, CA 94086
Phone: 408.730.7232
Fax: 408.773.9054

ORANGE

Orange County Workforce Investment Board
1300 S Grand Ave - Bldg B, 3rd Floor
Santa Ana, CA 92705
Phone: 714.567.7370
Fax: 714.834.7132

RIVERSIDE

Riverside County Workforce Development Center
151 Spruce Street
Riverside, CA 92507
Phone: 909.955.1029
Fax: 909.955.3131

SACRAMENTO/YOLO

Sacramento Employment and Training Agency
1122 Del Paso Blvd
Sacramento, CA 95815
Phone: 916.263.3858
Fax: 916.263.5427

SAN BERNARDINO

County of San Bernardino, Jobs & Employment Services
1075 S Mt. Vernon Ave
Colton, CA 92324
Phone: 909.872.1574
Fax: 909.872.1578

SAN DIEGO

San Diego Workforce Partnership, Inc
1551 West 4th Ave - Suite 600
San Diego, CA 92101
Phone: 619.238.1445
Fax: 619.544.9691

SAN FRANCISCO

Private Industry Council of San Francisco
1650 Mission Street - Suite 300
San Francisco, CA 94103-2490
Phone: 415.431.8700
Fax: 415.431.8702

SAN JOAQUIN

Employment & Economic Development Department
850 North Hunter St
Stockton, CA 95202
Phone: 209.468.3559
Fax: 209.462.9336

SAN LUIS OBISPO

San Luis Obispo County Private Industry Council
4111 Broad Street - Suite A
San Luis Obispo, CA 93401
Phone: 805.788.2616
Fax: 805.541.4117

SANTA BARBARA

Workforce Resource Center
1410 S Broadway – Suite A
Santa Maria, CA 93454
Phone: 805.614.1503
Fax: 805.681.4403

SHASTA

Shasta County Private Industry Council
1220 Sacramento Street
Redding, CA 96001
Phone: 530.246.7911
Fax: 530.245.1596

STANISLAUS

Stanislaus County Department of Employment & Training
P.O. Box 3389
Modesto, CA 95353-3389
Phone: 209.558.2107
Fax: 209.558.2164

TULARE

Tulare County Workforce Investment Board
4025 West Noble – Suite A
Visalia, CA 93277
Phone: 559.713.5000
Fax: 559.713.5264

VENTURA

County of Ventura Workforce Development Division
505 Poli Street
Ventura, CA 93001
Phone: 805.652.7684
Fax: 805.652.784

APPENDIX E

CCOIS EMPLOYER QUESTIONNAIRE

The California Employment Development Department, Labor Market Information Division developed this standardized two-page questionnaire based on specific labor market information needs. The survey is used statewide to collect information presented in regional occupational outlook reports.

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation:		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s):	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees:	
b. In this occupation , how many are:	Number of Males:	Number of Females:
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:
Seasonal:	Number of Employees:	Average Weekly Hours Worked:
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)						
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)						
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).								
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study								
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.						
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____					
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____					
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:								
	<u>Employer Pays All</u>		<u>Share Cost</u>	<u>Employee Pays All</u>	<u>Not Provided</u>			
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. a. Does your firm ever promote employees in this occupation to higher level positions?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____						
If yes, what are the titles of the positions to which they may be promoted?		_____						
b. What skills are important for career advancement?		_____						
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)								
Specify software names: <input type="checkbox"/> None								
<input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____								
17. What other new skills are needed to perform the duties of this occupation?								

18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?								
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> In-house promotions or transfers</div> <div style="width: 33%;"><input type="checkbox"/> Newspaper ads</div> <div style="width: 33%;"><input type="checkbox"/> Internet</div> <div style="width: 33%;"><input type="checkbox"/> EDD</div> <div style="width: 33%;"><input type="checkbox"/> Walk-in applicants</div> <div style="width: 33%;"><input type="checkbox"/> Colleges/Universities</div> <div style="width: 33%;"><input type="checkbox"/> School/program referrals</div> <div style="width: 33%;"><input type="checkbox"/> Union hall referrals</div> <div style="width: 33%;"><input type="checkbox"/> Employee referrals</div> <div style="width: 33%;"><input type="checkbox"/> Private employment agencies</div> <div style="width: 33%;"><input type="checkbox"/> Trade journals</div> <div style="width: 33%;"><input type="checkbox"/> Other (Please specify): _____</div> </div>								
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____						
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No					

THANK YOU FOR YOUR COOPERATION!

APPENDIX F

INDEX OF OCCUPATIONS PREVIOUSLY PROFILED

This is the fourth year the City of Long Beach has produced the Los Angeles County Occupational Outlook Report. The following section provides a list of the occupations studied in previous occupational outlook reports. If you would like information on any of these occupations, please contact the Greater Long Beach Workforce Development Bureau, CCOIS Unit at 562.570.3814 or visit <http://www.calmis.ca.gov/htmlfile/ccois>

APPENDIX F

OCCUPATION

YEAR SURVEYED

Accountants and Auditors	1999
Adjustment Clerks	1999
Administrative Services Managers	1999
Aircraft Mechanics	1999
Aircraft Pilots	2000
Aircraft Structure, Surfaces, Rigging& System Assemblers – Precision	2000
Amusement and Recreational Attendants	2000
Artists and Related Workers	1999
Assemblers and Fabricators	1999
Automobile Mechanics	1999
Bakers – Bread and Pastry	1998
Bakers – Manufacturing	2000
Bill and Account Collectors	2000
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	2000
Brokers- Real Estate	2000
Bus & Truck Mechanics & Diesel Engine Specialists	1998
Cabinetmakers and Bench Carpenters	1999
Carpenters	2000
Cashiers	1998
Combined Food Preparation & Service Workers	1998
Compositors	2000
Computer Aided/Visual Engineers	2000
Computer Animators	2000
Computer Engineers	1998
Computer Programmers – Including Aides	1998
Computer Support Specialists	2000
Construction Managers	1999
Cooks – Restaurant	1998
Cooks – Specialty Fast Food	1999
Correction Officers and Jailers	2000
Cost Estimators	2000
Counter and Rental Clerks	2000
Customer Service Representatives – Utilities	2000
Data Entry Keyers – Except Composing	2000
Data Processing Equipment Repairers	1999
Dental Assistants	2000
Dental Hygienists	1998
Dental Laboratory Technicians – Precision	2000
Digital Editing System Technicians	2000
Dining Room & Cafeteria Attendants and Bar Helpers	2000
Drywall Installers	2000
Economists, Including Market Research Analysts	2000
Education Administrators	2000
Electrical & Electronic Engineering Technicians & Technologists	2000
Engineering, Mathematical, and Natural Science Managers	2000
Electrical & Electronic Engineers	1999
Electrical Powerline Installers and Repairers	1999
Electricians	1998
Electronic Home Entertainment Equipment Repairers	1998
Electronic Pagination System Operators	1999
Emergency Medical Technicians – Paramedics	1998
Emergency Medical Technicians I	1998

OCCUPATIONS PREVIOUSLY PROFILED

OCCUPATION	YEAR SURVEYED
Employment Interviewers	1999
Fabric & Apparel Patternmakers & Layout Workers	1999
File Clerks	1998
Financial Analysts – Statistical	1998
Financial Managers	1999
Firefighters	2000
First Line Supervisors and Managers/Supervisors – Clerical & Administrative Support	2000
Flight Attendants	2000
Food Preparation Workers	2000
Food Service Managers	1998
Furniture Finishers	1999
General Managers and Top Executives	2000
General Office Clerks	1998
Guards and Watch Guards	1999
Hand Packers and Packagers	1999
Heating, Air, Refrigeration Mechanics	1998
Helpers – Painters & Paperhangers	1999
Helpers – Plumbers, Pipefitters & Steamfitters	1999
Helpers – Roofers	2000
Home Health Aides	1998
Hosts & Hostesses – Restaurant, Lounge	1998
Hotel Desk Clerks	2000
Human Service Workers	1998
Industrial Production Managers	1998
Industrial Truck & Tractor Operators	1999
Instructional Aides	1998
Insulation Workers	1999
Insurance Claims Clerks	1999
Janitors and Cleaners – Except Maids	1998
Laborers, Landscaping & Groundskeeping	1998
Laundry & Dry Cleaning Machine Operators	1999
Loan Officers and Counselors	2000
Legal Secretaries	1999
Licensed Vocational Nurses	1998
Machinists	1998
Maids & Housekeeping Cleaners	1998
Maintenance Mechanics – Sewing Machines	1999
Maintenance Repairers – General Utility	1998
Management Analysts	1998
Marketing, Advertising & Public Relations Managers	1999
Mechanical Engineers	2000
Medical & Clinical Lab Technologists	1998
Medical Assistants	1999
Medical Records Technicians	2000
Messengers	2000
Metal Mold, Coremaking/Cast Machine Operators	1999
Metal Mold, Coremaking/Cast Machine Setters	1999
Motion Picture Capture 3D Artists	2000
Numerical Control Machine Tool Operators	1999
Nurse Aides	1999
Nurse Practitioners	1999
Personnel, Training & Labor Relations Specialists	1998

APPENDIX F

OCCUPATION

YEAR SURVEYED

Personnel, Training & Labor Relations Specialists	2000
Pest Controllers & Pest Control Assistants	1999
Pharmacists	1998
Pharmacy Technicians	1998
Photographers	2000
Photographic Processing Machine Operators and Tenders	2000
Police Patrol Officers	1999
Plasterers and Stucco Masons	2000
Receptionists and Information Clerks	1999
Registered Nurses	1998
Roofers	2000
Sales Agents – Selected Business Services	1999
Sales Agents – Real Estate	2000
Sales Reps – Except Scientific	1999
Salespersons – Parts	1998
Salespersons – Retail – Except Vehicle	1998
Secretaries – Except Legal and Medical	1998
Sewing Machine Operators – Garment	1999
Sheet Metal Duct Installers	2000
Sheriffs and Deputy Sheriffs	2000
Social Workers – Medical & Psychiatric	1998
Speech – Language Pathologists and Audiologists	2000
Stock Clerks – Sales Floor	1998
Stock Clerks – Stockroom, Warehouse	1998
Systems Analysts – Electronic Data Processing	1999
Travel Agents	2000
Teachers – Elementary School	1998
Teachers – Kindergarten School	1998
Teachers – Preschool	1998
Teachers – Secondary School	1998
Teachers – Special Education	1999
Telemarketers, News & Street Vendors	1999
Traffic, Shipping & Receiving Clerks	1999
Transportation Agents	1999
Truck Drivers – Heavy or Tractor Trailer	1999
Truck Drivers, Light – Including Delivery/Route Workers	1998
Upholsters	1999
Urban and Regional Planners	2000
Ushers, Lobby Attendants & Ticket Takers	2000
Vocational & Educational Counselors	1998
Waiters and Waitresses	1999
Wood Machinists	1999



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